

SIF/CDIF Data Entry Assistant 2003

Software User's Guide

California Department of Education

Educational Demographics Office

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Preparing to Use SIF/CDIF

Foreword

The California Department of Education is responsible for the administration and management of CBEDS. This function is under the direction of the Educational Demographics Office. GENESIS DATA collects data for CBEDS through a contract with the Department of Education. The Department of Education conducts the data analysis of CBEDS and is responsible for maintaining the basic data.

Questions about distribution, collection, packaging of materials, missing supplies and general inquiries should be directed to the CBEDS Coordinator, GENESIS DATA, (510) 352-4607. Questions related to the use of CBEDS software should be directed to the GENESIS DATA CBEDS Help Desk at (877) 613-3282.

To secure additional materials, contact the County CBEDS Coordinator in the appropriate office of the county superintendent of schools. Questions about the content of CBEDS should be directed to the California Department of Education, Educational Demographics Office, (916) 327-0219. To obtain a county-district-school (CDS) code for a new school, contact the CDS administrator at (916) 327-4014. CBEDS data and information for CBEDS coordinators are available on the Educational Demographics Office website at:

www.cde.ca.gov/demographics/

Requirements

The SIF/CDIF software will only work on a personal computer running the Windows95/98/2000 or Windows NT operating system.

The SIF/CDIF is always installed on a hard disk. This provides for best performance and for the relatively large data files that SIF/CDIF must access.

The minimum PC required configuration is:

- IBM or compatible PC
- 80486 processor or higher
- Mouse
- CD-ROM Drive
- One diskette drive (3.5 inch high density)
- Windows 95/98, Windows NT, Windows 2000 or Windows XP
- 8MB RAM (16 MB recommended)
- VGA or higher resolution monitor
- Minimum 6 megabytes disk space

A printer is optional but will provide significant benefit in terms of printing reports and error summaries. A mouse may be used if present, but must be initiated when your computer is started.

Installation

- Turn your computer on.
- Insert the supplied “CBEDS Software (2003)” CD-ROM in the CD drive. In the **Start** Menu select **RUN**. Type the following command.

`D:\SINSTALL\SETUP` {where D is the letter of your CD-ROM}
- Then click OK.
- Follow the instructions that appear on your screen. You will be asked to answer a number of questions regarding the installation. You can abort the installation by pressing the **Cancel** button when it is displayed and you may safely start the installation process again later.
- All of the software and data files are installed in a subdirectory. The default name for this directory is SIF2003. You may choose another; although going with the default will make any future modifications easier.
- You will be kept informed as the installation proceeds.
- The first time you run the SIF software you will be asked to select your district. You may search for your district by typing the first few letters of your district name in the “**Search**” box or by navigating in the list of districts. Once your district is highlighted, press the “**Create SIFs**” button.

Summary of Changes – SIF

Section C – High School Graduates Completing Courses Required for UC/CSU Entrance

Changes in the UC/CSU course entrance requirements.

Section D – Enrollment in Selected Courses

New assignment codes have been added to correspond with the following courses. In the SIF instructions be sure to refer to the complete list of assignments that should be included in the count of students enrolled in selected courses.

Other advanced mathematics:

2419 Independent study in Mathematics (advanced course content)

2430 Integrated Mathematics IV (college preparatory)

Chemistry-1st year:

- 2640 Coordinated/integrated science I (with first year chemistry)
- 2641 Coordinated/integrated science II (with first year chemistry)
- 2642 Coordinated/integrated science III (with first year chemistry)
- 2643 Coordinated/integrated science IV (with first year chemistry)
- 2648 Coordinated/integrated science I (with both first year physics and chemistry)
- 2649 Coordinated/integrated science II (with both first year physics and chemistry)
- 2650 Coordinated/integrated science III (with both first year physics and chemistry)
- 2651 Coordinated/integrated science IV (with both first year physics and chemistry)

Physics-1st year:

- 2644 Coordinated/integrated science I (with first year physics)
- 2645 Coordinated/integrated science II (with first year physics)
- 2646 Coordinated/integrated science III (with first year physics)
- 2647 Coordinated/integrated science IV (with first year physics)
- 2648 Coordinated/integrated science I (with both first year physics and chemistry)
- 2649 Coordinated/integrated science II (with both first year physics and chemistry)
- 2650 Coordinated/integrated science III (with both first year physics and chemistry)
- 2651 Coordinated/integrated science IV (with both first year physics and chemistry)

Section F – Dropouts

CDE instructions on reporting dropouts were modified to match the definition developed by the National Center for Education Statistics (NCES). To review the complete dropout reporting instructions, please refer to pages 8-9 of the CBEDS Administrative Manual. Below is a summary of the changes:

The 45-day rule is no longer used in determining if a student is a dropout. Schools report dropouts for a 12-month period beginning on the first day of school in the 2002-03 school year and ending on the day before the first day of school in the next school year.

If a student transfers to an adult education program and the student is not enrolled in that program on Information Day, the student must be reported as a dropout.

Students attending a postsecondary program leading to a baccalaureate or associate's degree are not reported as a dropout.

If a student leaves the country, he/she is not reported as a dropout.

Section G – Alternative Education

Schools must report the total unduplicated count of alternative education students for K-8 and 9-12.

Section L – Data For No Child Left Behind

This is a new section to collect the number of dropouts (grades 9-12) and the number of graduates in the following categories: Migrant Education, English Learner, Special Education or National School Lunch Program.

Summary of Changes – CDIF

None

Quick Guide to SIF/CDIF

Introduction

This document is intended to be a short explanation of the steps necessary to use the CBEDS SIF-CDIF 2003 software.

Refer to the *CBEDS 2003 Administrative Manual* for detailed information on completing the forms. Refer to the *SIF/CDIF Software User's Guide 2003* which will be available on the CD-ROM in the \DOCS03 subdirectory in both MS-Word97 and Adobe Acrobat format.

Step 1: Instructions and forms

Review the instructions and forms that were sent in the CBEDS mailing.

Step 2: Install software

To install the SIF-CDIF 2003 Software, follow the instructions on the inside of the CD-ROM cover.

Step 3: Gather SIF data

Review the forms to determine which data you need from each school. Some school districts have the data available centrally, while other districts must collect it manually each year from the schools in the district. The way you use the SIF software will depend on how your district has the data available. Your options are:

(a.) Paper reports are available from each school

You will need to ensure that all the data you need for each school are available on the paper reports. If some data are missing, you will need to collect it from the appropriate source.

(b.) Data are not available centrally and must be collected from each school.

You may choose to use the SIF software to print out a blank SIF form for each school. To do this, select “Form - Blank SIF” under the “Reports” menu. Then select the “Print” button.

The forms may then be distributed to each school with instructions to complete the form.

(c.) Data are available electronically at the district.

If the data are available in an electronic format, the data may be imported into the SIF software without data entry. The data must be in the format specified by the software. The format is available in the DOCS03 directory on your CBEDS CD-ROM.

Step 4: Starting the Program

Click on your Start Button on the bottom left hand side of the window, select programs, and select CBEDS SIF-CDIF2003 to start the SIF-CDIF program. The first time you open the program you will be prompted to enter the name of your district to enable the program to retrieve district records.

Step 5: Entering data

- CDIF data entry

Select “Edit CDIF” under the “Edit” Menu. Enter data for each section by clicking on the appropriate tab and entering data on each of these screens. You can view any errors/warnings generated by exiting the “Edit CDIF” window and then by selecting “Remaining Errors/Warnings” under “Report” at the top of the window.

- SIF data entry for those districts that used Step 3(a.) or Step 3(b.) for SIF data collection

For each school, enter all data by selecting “Edit SIF” under the “Edit” Menu. You can sort by School or by CD code by clicking on the respective column header. To add a school, click “Add”. To delete a school, select the school and then click “Delete”. To edit data for a school, click on the school name and then select the “Edit” button at the bottom of the window. Enter data for each section by clicking on the appropriate tab and entering data on each of these screens. You can view any generated errors on the “Select School” screen by clicking on the “View Errors” button.

- SIF data entry for those districts that used Step 3(c.) for SIF data collection

If you have the SIF data available in electronic format, you must match the format to the published format for the data found in Appendix A of your SIF Software User’s Guide (docs03\sif03.doc).

Use the “File”, “Import data” option to load your existing data into the SIF-CDIF-03 program. If any preliminary errors have been identified which prevent loading the data, print out the error report and resolve the errors. Once all preliminary errors have been identified and corrected, load the data into the software.

Step 6: Check data for errors

Run the SIF and CDIF error reports by using the “Reports”, “Remaining Errors/Warnings” options. If errors exist, print out the report and use the report to resolve the errors. You may also want to print the “Explanation of Errors” report by using the “Reports”, “Documentation - Explanation of Errors” option. This report explains in more detail each edit check.

All “Errors” must be resolved before submitting the data. All “Warnings” should be reviewed. “Warnings” will not prevent data submission.

Use the “Edit CDIF” and “Edit SIF” options to correct identified errors.

Step 7: Verify data and print reports

You may wish to print out individual copies of the SIF reports to review for accuracy prior to submitting the data or print out summary reports.

Step 8: Submit data

Once all “Errors” have been resolved and “Warnings” have been reviewed, you are ready to submit your data. SIF data and CDIF data will be sent together using any of the three methods of data submission listed below.

The submission of data via Internet relies on an active Internet connection. Use the “File”, “Submit data via Internet” option. Verify the “district contact/certification” information, and then click on the “Submit data” button. After the “Submit data (via Internet)” screen displays, click on the “Submit data” button.

If submitting your data via Internet is not possible, you may submit your data via diskette. Insert a blank diskette into your computer. Select “Submit data (via diskette)” under the “File” Menu. Once the data are saved, please refer to the instructions to submit the disk to Genesis Data Inc. (found in the CBEDS 2003 Administrative Manual).

Note: If you cannot submit your data by Internet after three or four attempts, you may email your data (the file will appear similar to S0125041.int) to pwilburn@cde.ca.gov. You will receive confirmation of data receipt within five work days.

Step 9: Backup data

Once your data have been submitted you may wish to back-up your data to a floppy diskette for safekeeping by using the “backup” option that is available when you exit the SIF-CDIF-03 software.

We recommend that you keep the SIF/CDIF-03 software on your PC until July 2003 in case CDE staff have any questions or the data have not been correctly transmitted.

To remove the SIF-CDIF 2003 software, go to the “Start” menu, click on “Settings”, and select “Control Panel”. The SIF-CDIF 2003 software can be removed using the “Add/Remove” application in the “Control Panel” window.

Menu Functions

File Menu

File Pull Down Menu

Five functions are available from the **File** pull down menu.

Submit data (via Internet) – Used to submit completed SIF data to Genesis Data Inc. using your Internet connection.

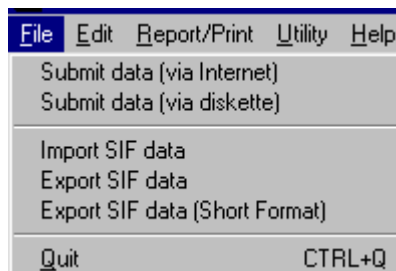
Submit data (via diskette) - Used to submit completed SIF data to Genesis Data Inc. by writing data to diskette.

Import SIF data– Used to retrieve SIF data into the SIF Data Entry Assistant (DEA) application.

Export SIF data– Used to save SIF data for the district/selected schools to a file for use in other applications.

Export SIF data (short format) – Two separate files (one containing SIF sections A-F and the other containing sections G-L). These file formats were created to give schools and school districts smaller, more manageable files that can be viewed in other software. This option was not intended to be used as a backup for SIF data. To view file layout see Appendix B and C in the Help System.

Quit – Used to exit the SIF Data Entry Assistant and return to your Windows desktop.



Submit Data - Via Internet / Via Diskette

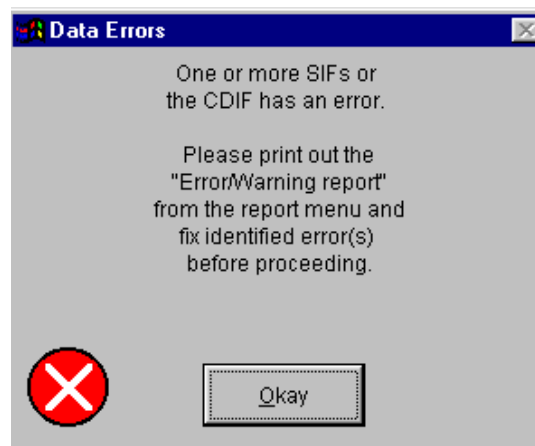
When the SIF/CDIF data are submitted either through the “Submit data (via Internet)” or “Submit data (via diskette)” option, the following steps are taken:

- 1) The data are checked to make sure no errors are present. You cannot proceed until all errors are resolved. (See **Submit data – Errors**)
- 2) If there are any warnings remaining, a screen summarizing the warnings is presented. These warning should be checked and verified before proceeding. By entering the contact name and phone number, you are certifying that the data are correct. (See **Submit Data – Warnings**)

- 3) If you selected the “Submit data (via Internet)” option, you will see the “Internet Submission” screen. [See [Submit Data \(via Internet\)](#)] If you selected the “Submit data (via diskette)” option, you will see the “Create disk” screen. [See [Submit data \(via diskette\)](#)]
- 4) If you selected the “Submit data (via Internet)” option, you may print out a receipt showing the data and time your data were submitted. (See [Submit data – Receipt](#))

Submission Error

This screen will appear when errors exist within the SIF or CDIF. The program will not allow you to submit the data until these errors are resolved.



Submission Warning

This screen will appear when all errors have been resolved, but warnings still remain. Please verify that all the warnings have been checked and the data have been correctly entered. By entering your name and phone number you are verifying that you have checked the data. You will not be allowed to proceed with the data submission until you enter your name and phone number.

School	Form	Warning	Description
	sif	A02	Significant change in classified staff from previous year

To continue submission, enter the CBEDS Coordinator's name and phone number below, and then press the "Proceed" button.

By entering your CBEDS Coordinator's name and phone number and proceeding with submission, you are CERTIFYING that you have reviewed all warnings above and that the data are correct as reported.

CBEDS Coordinator: Phone/Extension: () -

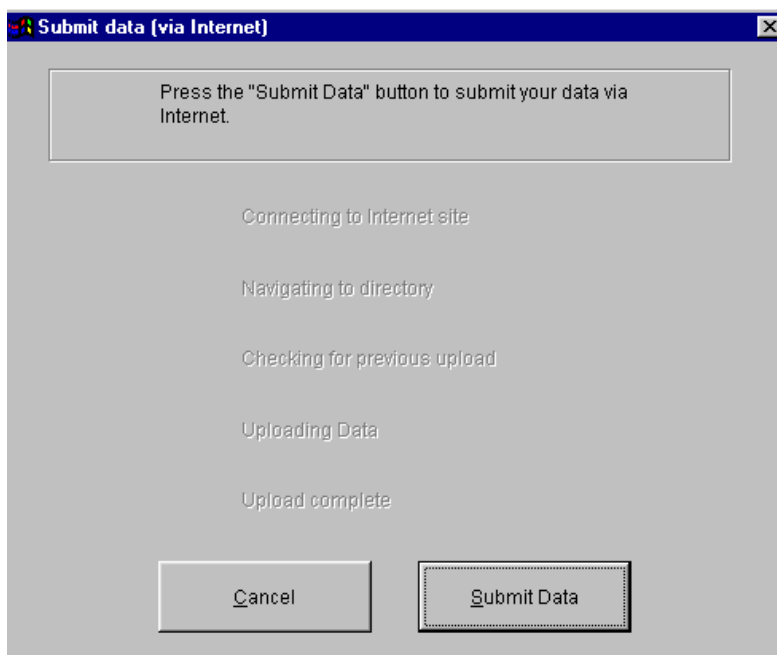
Submit Data (Via Internet)

WARNING: This function only works if you have an Internet connection.

The role of this function is to submit your data to Genesis Data Inc. for processing using your Internet connection. Upon selection, you are directed to wait while all SIFs are examined for possible errors. The other option available for submitting data is the **Submit data (via diskette)** menu option. Only **one** of these two options may be used to submit your data.

If any warnings are detected a **submission warning form** must be filled out. If any errors are detected you are informed and the function terminates. You must resolve all errors before attempting the send function again. Printing an error report (described in the **Error Report** section) is very useful in resolving errors.

When your file is error free, you will see the following screen. Press the **Submit Data** button to begin the upload process.

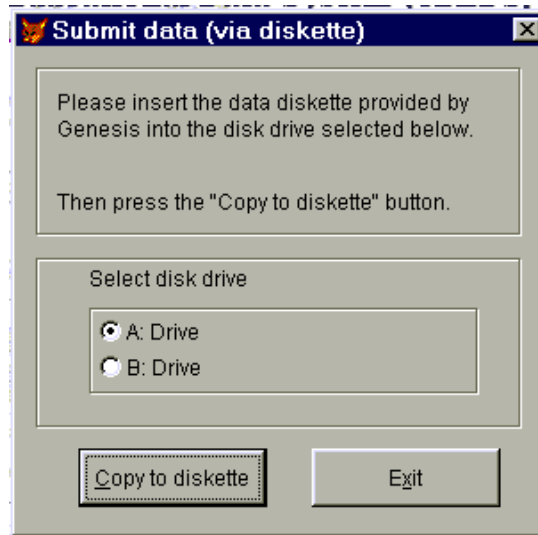


Submit Data (Via Diskette)

The role of this function is to prepare the necessary diskette to be returned to Genesis Data Inc. for processing. Upon selection, you are directed to wait while all SIFs are examined for possible errors. The other option available for submitting data is the **Submit data (via Internet)** menu option. Only **one** of these two options may be used to submit your data.

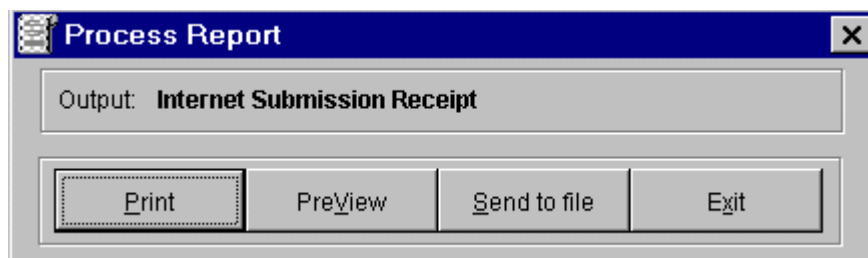
If any warnings are detected a **submission warning form** must be filled out. If any errors are detected, you are informed and the function terminates. You must resolve all errors before attempting the send function again. Printing an error report (described in the next section) is very useful in resolving errors. When your file is error free, you will be directed to place the green labeled SIF03 RETURN DATA diskette provided by Genesis Data Inc. into the disk

drive. After placing the diskette in the selected drive, press the “Copy to diskette” button to begin the process.



Submit Data - Receipt

This function is only available when the data are submitted via Internet. It allows the user to print out a report indicating the date and time the Internet submission occurred.



Import SIF Data

This function is essentially the opposite of the **Export** function.

Input files are assumed to be in the proper format (see [Appendix A](#)). In other words, acceptable input to be used by the **Import** function would be essentially identical to that produced by the **Export** function.

Choices to make on the Import Data Screen:

Import File Options

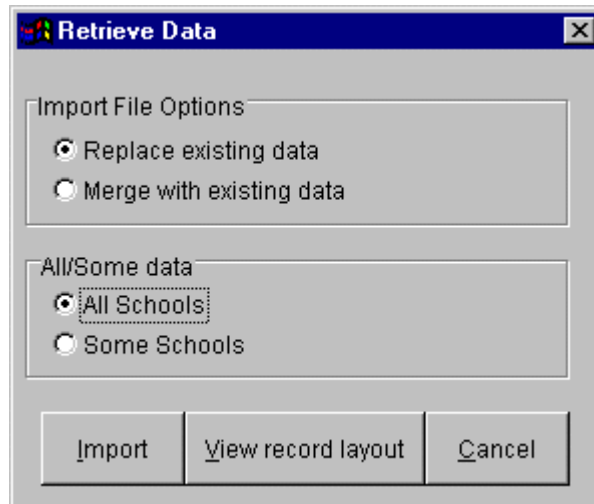
Replace existing data - If you want to replace the existing data and completely delete the existing SIF records, choose this option.

Merge with existing data – Use this option if you want to import data but only update the SIF records for the data in your incoming dataset. SIF records that do not have a matching district assigned identification number or last name/first name will not be modified.

All/Some Data

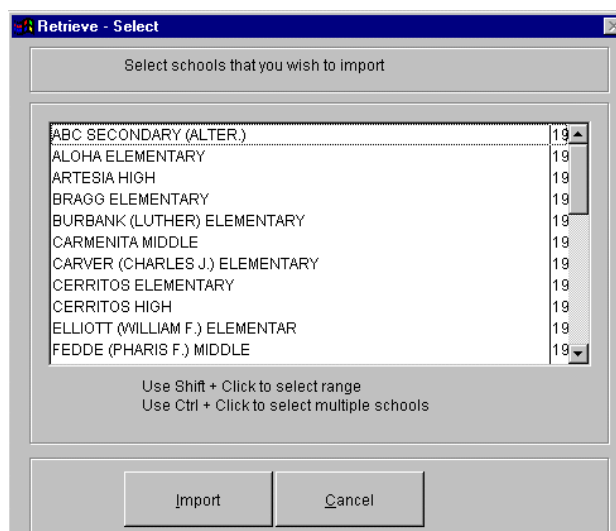
All Schools – This will take all data from the incoming dataset.

Some Schools – This will read in the data from the incoming data set and present you with a pick list of schools that are included in the dataset. You may then select one or more schools that you wish to import.



Import SIF Data - Select School

Use this screen to select the specific school(s) you wish to import. You will be presented with a pick list of only those schools that are included in the import file. Select the school(s) you wish to import by clicking on them. If you wish to select more than one school use Ctrl + Click or Shift + Click to select a range.



Import SIF Data - Verify

This screen is the last step in the “import data” process. Preliminary checks are run against the incoming data to verify that it is only one district and that it contains valid County-District-School codes. Any errors that will prevent the final import will be displayed on the screen. Please correct these errors on the original data file and import again if necessary.

You may also scroll through the data to verify that the columns follow the file format specifications.

If the data passes all preliminary data checks, press the “Load data” button to proceed.

CDS code	Male-Am Ind	Female-Am Ind	Male-Asi
19642121930			
19642121930			
19642121931			
19642121931			
19642121933			
19642121995			
19642126000			
19642126010			
19642126010			

Data passes preliminary checks... Please browse the data to verify layout. When verified, press the "Load Data" button to finish import.

Export SIF Data

This function provides a method for saving all of the available SIF data to a file, which may be used in other applications. In addition, a Cancel button is available to return to the main menu.

You may select which schools you wish to save to an ASCII file by pressing the “Select 1 or more schools” check. If you select this option, you will be presented with a display of all schools in the system and you may select one or more schools to save.

Use this option to save SIF data to an external file in ASCII format. Press "Export" button to specify file name.

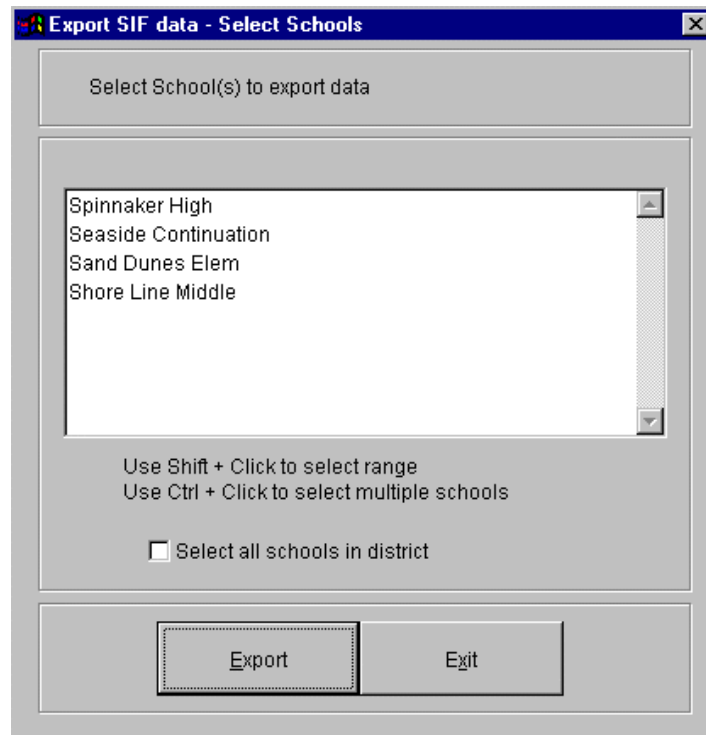
For file layout, press "View record format" button.

☒ All district data
☐ Select 1 or more schools

Export SIF Data - Select School

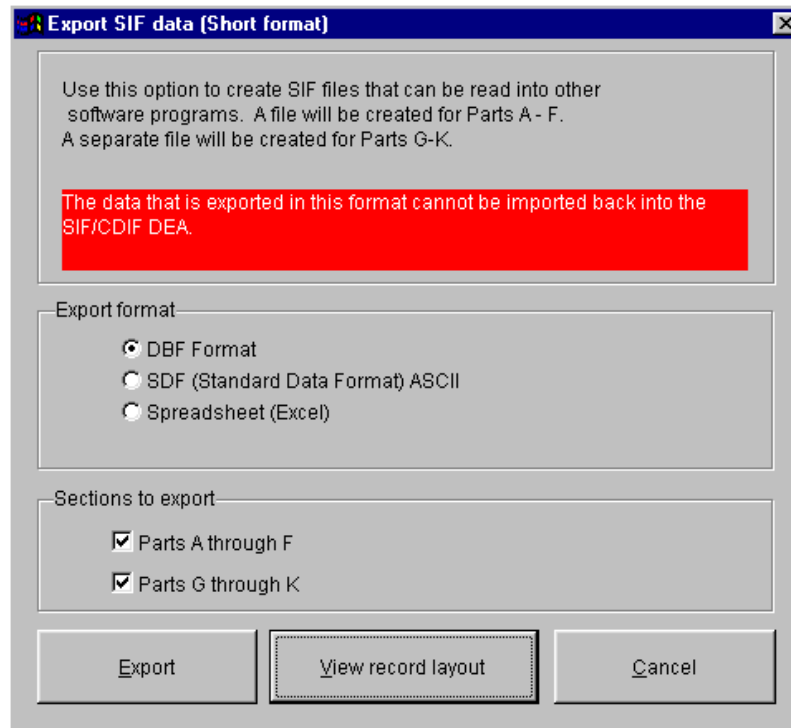
Use this screen to select the specific school(s) you wish to export. You will be presented with a pick list of all schools that are in the database. Select the school(s) you wish to export by clicking on them. If you wish to select more than one school use Ctrl + Click or Shift + Click to select a range.

Press the “Export” button to complete the export process.



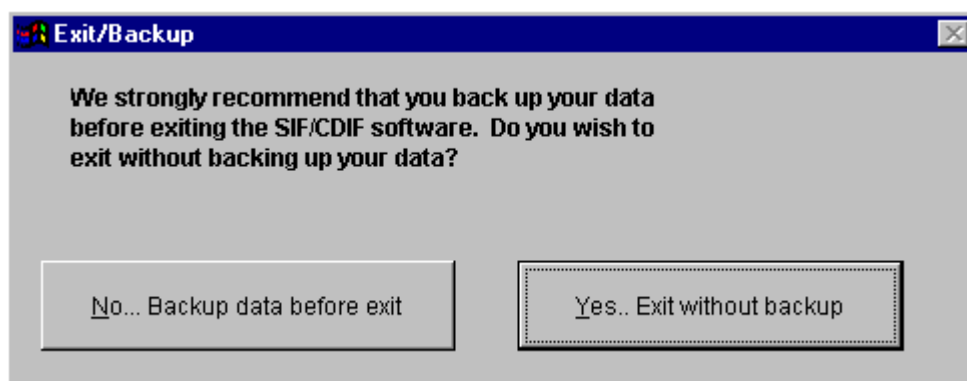
Export SIF Data (Short Format)

This function provides a method for viewing SIF raw data in two more manageable files in comparison to the Export SIF Data option. See Appendix for file layout.



Backup Data

Every time you exit the SIF/CDIF software you are provided with the opportunity to backup your data. You may backup your data on your hard drive or a floppy diskette. By backing up your data you are protecting yourself from losing valuable information. By backing up to a floppy diskette, you protect yourself from hard drive failure.

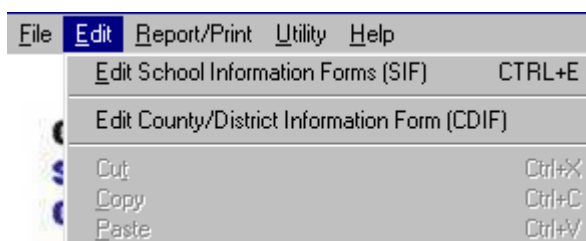


Edit Menu

Edit Pull Down Menu

Two functions are available from the EDIT pull down menu. One of the functions is used to edit SIF data and the other is used to edit CDIF data.

The Cut, Copy, and Paste options provide the default Windows behavior while editing a text field.



Edit School Information Forms (SIF)

Edit School Information Form (SIF)

General Instructions - SIF

- Complete only one School Information Form for a school.
- Report data current as of Information Day.
- Obtain the principal's signature to certify that the data are accurate.
- Make a copy for the County Superintendent's Office as appropriate. Retain a photocopy for school files.

Special Instructions

- County Superintendents. Do not report data for students concurrently enrolled in a school district.

This menu allows you to select the school you wish to work on by using the search text box or by selecting the desired record directly on the list of schools. There are several buttons you may use to process the selected school.

The button options include:

Edit CDIF – Used to update county and district records.

View Errors CDIF – Used to view any warning/errors associated with selected CDIF.

Print CDIF – Used to print CDIF Report.

Edit SIF - Used to update counts for selected school.

View Errors SIF – Used to view any warning/errors associated with selected SIF.

Print SIF – Used to print SIF Report for selected school.

Delete – Used to delete selected school record.

Add - Used to add a new school record.

Exit – Used to return to Main Menu.

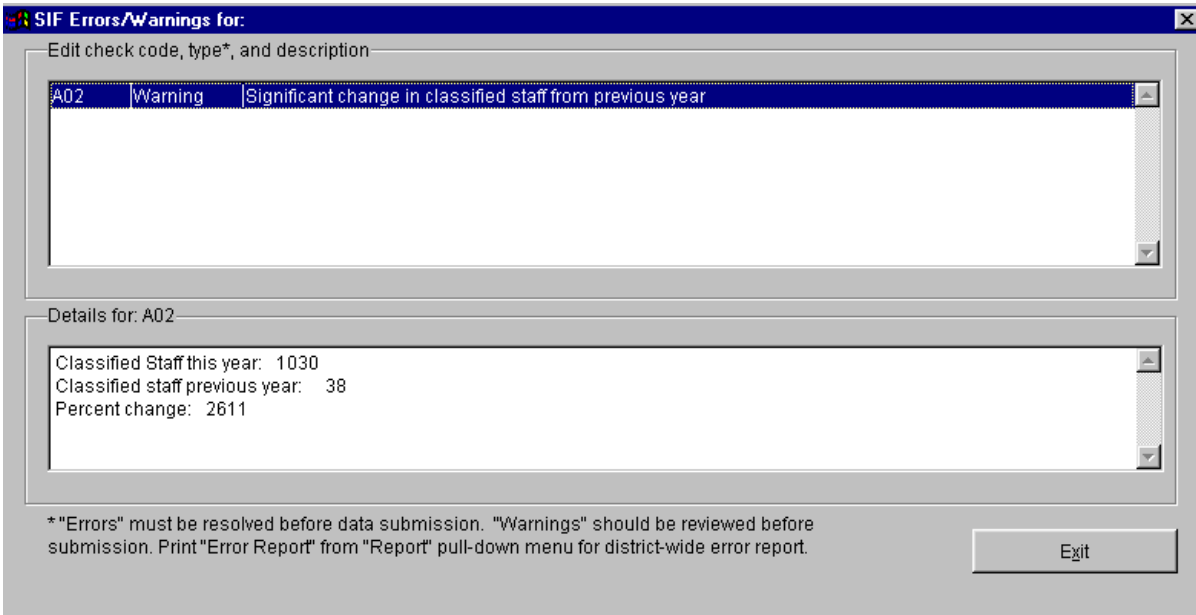
School	Code	Error(s)	Warning(s)	
▶ COTTONWOOD ELEMENTARY	6109664			
DEL SUR SENIOR ELEMENTARY	6023568			
HILLVIEW MIDDLE	6110837			
LEONA VALLEY ELEMENTARY	6023576			
NEENACH ELEMENTARY	6110829			
QUARTZ HILL ELEMENTARY	6023584			
RANCHO VISTA ELEMENTARY	6108245			
SUNDOWN ELEMENTARY	6111520			
VALLEY VIEW ELEMENTARY	6023592			
WALKER (JOE) MIDDLE	6071690			

The SELECT SIF Screen allows you to search for a specific SIF in two ways, by school code and by school name. In order to search for a school you must first select the SORT ORDER you want to use for the search. To select the sort order, you must click on one of the two column headers: School or Code. Then you type character data into the “Search on School” text field. As you type text into this field, the box containing schools will automatically advance to the first school that meets your search criteria. You may also activate the grid and use arrow keys, page up/page down, and/or the scroll bar on the right hand side of the grid to locate a specific school. Once the school is selected, press the appropriate button to take the desired action.

Note the error column in the grid. If an “Error(s)” is in the “Error(s)” column, the school has one or more errors and/or warnings. The errors will need to be corrected before the data may be submitted.

View Errors

This screen is used to display any errors associated with a particular SIF or CDIF record. All errors need to be resolved before SIF and CDIF data are submitted to Genesis Data Inc. using Submit data (via diskette) or Submit data (via Internet). You may also want to use the Error Report option under the Report pull down menu to print out an error report, which includes all identified errors for all SIF records in the district. You may press the Exit button or press escape to return to the Select SIF screen.



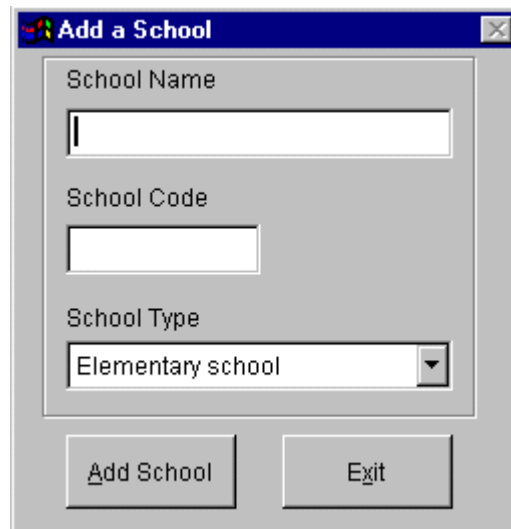
Delete

Use this option to delete the selected school record.



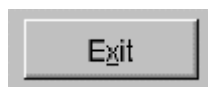
Add

When this button option is selected the “Add SIF” screen is displayed. A minimum set of information for the school is collected on this screen including school name, school code, and type of school. You may select the type of school by using the drop down list. Press the “Exit” button when you have completed adding schools.

A screenshot of a Windows-style dialog box titled "Add a School". The dialog box has a blue title bar with a close button in the top right corner. Inside the dialog, there are three input fields: "School Name" (a text box with a cursor), "School Code" (a text box), and "School Type" (a dropdown menu currently showing "Elementary school"). At the bottom of the dialog, there are two buttons: "Add School" and "Exit".

Exit

This button will close the “Select SIF” screen and return you to the main menu.



Classified Staff - SIF

This section is comprised of six rows, each separated into gender and ethnic group categories. The first section is used for entering full-time and part-time counts of **paraprofessionals**. The second section is used for entering full-time and part-time counts of office/clerical staff. The third section is used for entering full-time and part-time counts of other **classified staff**.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section’s tab or press the Alt + Section Letter (for example Alt + B for section B).

Report, in whole numbers in lines 1-6 by type, gender, and racial/ethnic designation, the number of paid full-time and part-time classified staff as of Information Day. Do not report adult education, ROP, or children's center/preschool classified staff. Refer to the Glossary of Terms for definitions of "racial/ethnic designations," "paraprofessionals," and "other classified staff."

Report "paraprofessional", "office/clerical", and "other classified" staff members who work at a specific school site on the School Information Form. If the "paraprofessional" or "office/clerical" staff serve at more than one school, they should be reported only once on the School Information Form and at the school where they serve a majority of their time. If the "other classified" staff serve at more than one school, they should be reported on the County/District Information Form.

- **Single School Districts.** Report classified staff on the School Information Form only.

A. Number of Classified Staff																	Column: American Indian or Alaska Native
Section label	Male								Female								q-Tota
	a-Ind	b-Asn	c-PI	d-Fil	e-Hisp	f-Blk	g-Wht	h-Mult	i-Ind	j-Asn	k-PI	l-Fil	m-His	n-Blk	o-Wht	p-Mult	
01. Para Full	0																
02. Para Part									2	1			3		19		25
03. Clerical Full															2		2
04. Clerical Part															2		2
05. Other Full					1		1										2
06. Other Part																	

School Information Form (SIF)

Previous section Next section Exit

Buttons:

Exit - This button will save any updates you have made and return you to the "Select SIF" screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Enrollment - Section B

This section is comprised of sixteen rows, each separated into gender and racial/ethnic designation categories. The rows are used to enter K-12 enrollment, **ungraded elementary**, **ungraded secondary**, and adults.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B).

Section label	Male								Female								q-Total
	a-Ind	b-Asn	c-Pl	d-Fil	e-His	f-Blk	g-Wht	h-Mult	i-Ind	j-Asn	k-Pl	l-Fil	m-His	n-Blk	o-Wht	p-Mult	
07. Kinder	1	2		1	11	4	20		1	2		1	10	2	25	80	
08. Grade 1		2			9	6	31		1	3	1		9	11	35	108	
09. Grade 2		1	4		1	9	7	40		2	1		2	17	12	32	
10. Grade 3		1	3			12	6	40		1	4	2	13	6	29	117	
11. Grade 4				1	1	12	2	48		1	3		2	19	10	54	
12. Grade 5			1	2	1	16	8	39		1	2		1	13	8	36	
13. Grade 6																	
14. Grade 7																	
15. Grade 8																	
16. Ungr Elem																	
17. Grade 9																	
18. Grade 10																	
19. Grade 11																	
20. Grade 12																	

Report in lines 7-22, by gender, grade level, and racial/ethnic designation, the current total unduplicated enrollment as of Information Day. Refer to the Glossary of Terms for “Grade 12,” “Ungraded Elementary,” and “Ungraded Secondary” definitions.

Report only those students enrolled in and attending a school or program leading to a high school diploma or its equivalent.

Special education students who are mainstreamed into the regular school program should be reported in the grade appropriate to their level. Special day class students may be reported in either “Ungraded Elementary” or “Ungraded Secondary”, if it isn’t possible to report them in a grade level.

Adults who are enrolled in a K-12 program leading to a regular high school diploma are to be reported separately by gender and racial/ethnic designation on the “Adults in K-12 Programs” line. This count is of students 21 years of age or older, and students 19 years of age or older who have not been continuously enrolled in kindergarten or any of grades 1 to 12, inclusive, since their 18th birthday. This count should not include adults in independent study who are also enrolled in adult education, adults in correctional programs (inmates), or adults in special education.

Buttons:

Exit - This button will save any updates you have made and return you to the “Select SIF” screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Note: In 640 x 480 screen resolution the ungraded secondary and adult rows will not display (as in the screen shot). To access these two rows you may use the vertical scroll bar on the right of the grid or you may use the arrow keys to move the cursor down into these rows.

Graduates - Section C

This section is comprised of three rows, each separated into gender and racial/ethnic designation categories. The rows are used to enter graduates, graduates completing all courses required for UC/CSU entrance, and graduates completing a vocational education sequence of courses.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section’s tab or press the Alt + Section Letter (for example Alt + B for section B).

Edit SIF - Alta-Dutch Flat Elementary (6031017)

C. Graduates (2001-2022) Column: American Indian or Alaska Native

Section label	Male							Female									
	a-Ind	b-Asn	c-PI	d-Fil	e-His	f-BLk	g-WH	h-Mu	i-Ind	j-Asn	k-PI	l-Fil	m-Hi	n-BLk	o-WH	p-Mu	q-T
24. Grads																	
25. Grads-UC/CSU																	
26. Grads-VOC																	

School Information Form (SIF) 2002

Previous section Next section Exit

High School Graduates Instructions

High School Graduates

In line 24 report, by gender and racial/ethnic designation, the number of high school graduates who received a diploma in the 2002-2003 school year. Do not include students with high school equivalencies (i.e. GED or CHSPE). Districts should report the number of 2002-03 graduates at the school from which they graduated. This year each district was provided with a School Information Form for those high schools and middle schools in their district that closed after October 3, 2002. These “closed school” School Information Forms should only be used to report prior year (2002-03) graduate data and/or dropout data.

High School Graduates Completing Courses Required for UC/CSU Entrance

In line 25 report, by gender and racial/ethnic designation, the number of students who:

- 1) graduated in 2002-03 or who graduated in the summer of 2003. (Note: Exclude students graduating on the basis of the California High School Proficiency Examination, those graduating from programs administered by a community college, and those graduates of Adult Education programs), and
- 2) completed all the courses required by UC/CSU and earned a “C” or better in each of the required courses.

The sequence of 15 courses required for UC admissions is known as the “a-f” requirements. Courses approved for your high school by the University of California to satisfy the “a-f” subject matter requirements must contain rigorous subject matter content as well as be academically challenging to ensure that the student attains essential critical thinking and study skills. The list of approved “a-f” courses is updated annually by the UC Office of the President based on information provided by each high school.

Both UC and CSU accept courses on the “a-f” list completed with a grade of C or better. In addition, CSU has a visual and performing arts requirement. The chart on page 27 of the Administrative Manual gives a brief summary of the respective course requirements for UC and CSU admissions.

Line 25 is a subset of line 24. The number in each column in line 25 must be equal to or less than the number above it in line 24.

High School Graduates Completing a Vocational Education Sequence of Courses.

In line 26 report, by gender and racial/ethnic designation, the number of high school graduates who have also completed a vocational education sequence of courses.

In accordance with local district board policy, each district determines the number of vocational education courses that constitute a local vocational education sequence, the requirements for completion, and the minimum passing grade requirement. A vocational education sequence of courses, based on local policy, could include:

Courses commonly taught in Agriculture Education, Business Education (Marketing), Business Education (Office), Health Careers Education, Consumer and Homemaking

Education, Home Economics-related Occupations, Industrial and Technology Education and Work Experience Education at the comprehensive high school;

Regional Occupational Centers/Programs (ROC/P), (a program whereby high quality vocational, technology, and occupational opportunities can be extended to existing high school vocational programs for students who are minimally 16 years old);

Community Classrooms (an instructional methodology which expands classroom instruction through unpaid on-the-job experiences);

Cooperative Vocational Education (an instructional methodology which correlates classroom instruction with paid on-the-job experience);

Work Experience Education (a program coordinated by school employees and including the employment of pupils in part-time jobs selected or approved as having educational value for them); and

Partnership Academies (a career-oriented program with the direct involvement of local employers to provide students with employable skills.)

Buttons:

Exit - This button will save any updates you have made and return you to the “Select SIF” screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Courses - Section D

This section is comprised of four rows, each separated into gender and racial/ethnic designation categories. The rows are used to enter enrollment in selected high school courses.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section’s tab or press the Alt + Section Letter (for example Alt + B for section B).

Edit SIF - Crest High (2222222)

A B C **D** E F G H I J K Contact

D. Enroll. in Selected High School Courses - (gr. 7-12) Column: American Indian or Alaska Native

Section label	Male										Female									
	a-Ind	b-Asic-PI	d-Fil	e-Hid	f-Bik	g-WNH	h-MU	i-Ind	j-Asn	k-PI	l-Fil	m-Hil	n-BIK	o-WH	p-MU	q-T				
27. Int Alg																				
28. Adv Math																				
29. Chemistry																				
30. Physics																				

School Information Form (SIF) Previous section Next section Exit

Enrollment in Selected Courses

(Grades 7-12 only)

In line 27-30 report, by gender and racial/ethnic designation, the number of students enrolled in the listed courses on Information Day. If your district offers these courses at a different time of year, and the students have been pre-enrolled, include these students in this section. Students on block scheduling should not be reported more than once on each line.

Intermediate Algebra/Algebra II corresponds to Assignment Codes 2404 and 2408.

Other 3rd- or 4th-year advanced mathematics correspond to Assignment Codes 2406, 2407, 2409 through 2417, 2427, 2480, 2481, 2483, 2461, 2462 and 2463. Note: 2418 should be included if an advanced course content is offered.

Chemistry and Physics correspond to Assignment Codes 2607, 2613, 2671, 2672, 2673, 2661, 2662 only and not to advanced courses in these subject areas. Note: 2626, 2627, 2628, and 2629 should be included if introductory Chemistry or Physics is the primary content of the course.

Buttons:

Exit - This button will save any updates you have made and return you to the “Select SIF” screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Vocational Education Enrollment - Section E

This section is comprised of one row, each separated into gender and racial/ethnic designation categories. The row is used to enter enrollment counts for vocational education.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B).

Edit SIF -

A B C D **E** F G H I J K Contact

E. Vocational Education Enrollment - (gr. 9-12) Column: American Indian or Alaska Native

Section label	Male								Female								q-Tot
	a-Ind	b-Asn	c-Pl	d-Fil	e-His	f-Blk	g-Wht	h-Mult	i-Ind	j-Asn	k-Pl	l-Fil	m-His	n-Blk	o-Wht	p-Mult	
31. Voc Ed		0															

School Information Form (SIF)

Previous section Next section Exit

Vocational Education Enrollment

(Grades 9-12 only)

In line 31 report, by gender and racial/ethnic designation, the number of students enrolled in one or more of the district-offered vocational education courses on Information Day. Count each student only once. If your district offers these courses at a different time of year, and the students have been pre-enrolled, include those students in this section. Do not include enrollment in ROC/P, even though such courses may be offered at the school site. These data will be used to meet federal reporting requirements, which are not to include ROC/P.

Buttons:

Exit - This button will save any updates you have made and return you to the "Select SIF" screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Dropouts - Section F

This section is comprised of six rows, each separated into gender and racial/ethnic designation categories. The rows are used to enter the number of **dropouts** for grades 7-12.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B).

Edit SIF - Alta-Dutch Flat Elementary (6031017)

F. Dropouts (2001-2002) Column: American Indian or Alaska Native

Section label	Male						Female										
	a-Ind	b-Asn	c-Pl	d-Fil	e-His	f-Blk	g-Wh	h-Mu	i-Ind	j-Asn	k-Pl	l-Fil	m-His	n-Blk	o-Wh	p-Mu	q-T
32. Drop Gr 7																	
33. Drop Gr 8																	
34. Drop Gr 9																	
35. Drop Gr 10																	
36. Drop Gr 11																	
37. Drop Gr 12																	

School Information Form (SIF) 2002 Previous section Next section Exit

Dropouts (2002-2003)

In lines 32-37 report the number of dropouts by gender and racial/ethnic designation. Refer to the Glossary of Terms for the definition of a dropout and further clarification.

Please pay special attention when recording the number of dropouts for grades 7 and 8.

Although these data have been collected in the past, they have not typically been included in dropout reports. In the future, dropout data for grades 7 and 8 will be used more frequently.

Districts should report the number of 2002-2003 dropouts at the school from which they dropped out. This year each district was provided with a School Information Form for those high schools and middle schools in their district that closed after October 3, 2002. These "closed school" School Information Forms should only be used to report prior year (2002-2003) dropout data and/or graduate data.

Buttons:

Exit - This button will save any updates you have made and return you to the "Select SIF" screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Alternative Education - Section G

This section is used to enter data for K-8 and 9-12 enrollment in **alternative education**.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B).

Types of Programs/Educational Options	Enrollment	
	K-8	9-12
1. Continuation classes (see definition)		
2. Community/experience based		
3. Opportunity		
4. Magnet Program		
5. Pregnant/parenting (see definition)		
6. Independent Study (not adult)		
7. Other		
8. Number of graduates meeting high school requirements through Independent Study (2001-2002)		

School Information Form (SIF) 2002

Previous section Next section Exit

Alternative Education

In lines 1-9 report the enrollment for each type of alternative education, the total unduplicated count of alternative education students and the number of graduates meeting high school requirements through independent study. Refer to the Glossary of Terms for further instructions.

Buttons:

Exit - This button will save any updates you have made and return you to the "Select SIF" screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Technology - Section H

This section is used to enter data for technology usage.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B).

Edit SIF -

A B C D E F G **H** I J K Contact

H. Technology

1. How many computers does the school have that are used for instructionally-related purposes? If none, enter "0."

2. Of those computers in question number 1 above, how many have a CD-ROM? If none, enter "0." (Must be less than or equal to answer from question number 1 above.) Check if unknown: ☐

3. How many classrooms have access to the Internet through at least one computer? If none, enter "0." (Must be less than or equal to answer from question number 1 above.)

4. Of those classrooms in question number 3 above, how many are connected to a Wide Area Network (WAN)? If none, enter "0." (Must be less than or equal to answer from question number 3 above.) Check if unknown: ☐

School Information Form (SIF) Previous section Next section Exit

Computers Used for Instructionally-Related Purposes

In line 1 report the number of computers owned or leased by the school which are used for direct instruction, curriculum development, classroom management, preparation of instructional materials, or similar activities. The count should include computers used for instructionally-related purposes that may not be located at the school site (i.e., computers loaned to teachers or students for work at home or at other locations). If there are no computers, enter "0." If your school does not provide this count, we will assume the answer is "0."

In line 2 report the number of computers used for instructionally-related purposes that have a CD-ROM. This number is a subset of the prior count of computers used for instructionally-related purposes, and may never be larger than the prior count. If there are none, enter "0." Check the box indicating "unknown" if you cannot provide the data. If your school does not complete this question, we will assume the answer is "unknown."

Internet Access

In line 3 report the number of classrooms or other instructional settings at the school (such as computer lab, library, or career center) with an Internet connection. This connection may include either:

- 1) access through a modem by dialing an Internet provider; or
- 2) access through a network of computers that has Internet access

Count each classroom, instructional setting, or computer lab only once, even if the classroom has more than one computer with Internet access. If there are no classrooms with Internet access, please enter “0.” If your school does not provide this count, we will assume the answer is “0”.

In line 4 report the number of classrooms with Internet access that are connected to a Wide Area Network (WAN). This number is a subset of the prior count of classrooms or other instructional settings at the school with an Internet connection, and may never be larger than the prior count. Refer to the Glossary of Terms for the definition of “Wide Area Network.” If there are none, enter “0.” Check the box indicating “unknown” if you cannot provide the data. If your school does not complete this question, we will assume the answer is “unknown.”

Buttons:

Exit - This button will save any updates you have made and return you to the “Select SIF” screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Class Size Reduction - Section I

This section is used to enter data for the **class size reduction** program.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section’s tab or press the Alt + Section Letter (for example Alt + B for section B).

Edit SIF -

A B C D E F G H I J K Contact

I. K-3 Class Size Reduction

For each grade level, check the option(s) in which the school participates even if only some of the students at a grade level participate. If one grade level uses both Option 1 and Option 2, check both boxes. See Administrative Manual for definitions.

Kindergarten	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2
Grade 1	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2
Grade 2	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2
Grade 3	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2

School Information Form (SIF)

Previous section Next section Exit

If your school participates in class size reduction, check the type of option(s) in which the school participates for grades kindergarten through grade 3. For each grade level, check the option(s) in which the school participates even if only some of the students at a grade level participate. If one grade level uses both option 1 and option 2, check both boxes.

Buttons:

Exit - This button will save any updates you have made and return you to the “Select SIF” screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Educational Calendar - Section J

This section is used to enter data for the school’s **educational calendar**.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section’s tab or press the Alt + Section Letter (for example Alt + B for section B).

Edit SIF - Crest High (2222222)

A B C D E F G H I J K Contact

J. Educational Calendar

1. Check the type of calendar on which your school operates. A traditional calendar will be assumed if this section is not filled out.

☒ Traditional ☒ Single-track ☐ Multitrack

2. For single-track or multitrack only, check one of the year-round calendars listed below.

☐ 60/20 ☐ Concept 6
☒ 60/15 ☐ Modified Concept 6
☐ 90/30 ☐ Custom Calendar
☐ 45/15

School Information Form (SIF) Previous section Next section Exit

Report the type of calendar on which your school operates. Do not report both single-track and multi-track for a single school site. If any part of the school is year-round, check single-track or multi-track. If your school does not complete this section, we will assume that your school is on a traditional calendar. In the Glossary of Terms, refer to “Educational Calendar” for the definitions of single-track, multi-track, and the types of year-round calendars.

Buttons:

Exit - This button will save any updates you have made and return you to the “Select SIF” screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Health Centers - Section K

This section is used to enter data for **school-linked** and **school-based** health centers.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section’s tab or press the Alt + Section Letter (for example Alt + B for section B).

The screenshot shows a software window titled "Edit SIF". At the top, there is a row of tabs labeled A, B, C, D, E, F, G, H, I, J, K, and a "Contact" button. Tab K is currently selected. Below the tabs, the section is titled "K. Health Centers". Inside this section, there are two numbered items, each with a checkbox and a text description:

- 1. ☐ Check here if your school has a school-based health center (SBHC). See Administrative Manual for definition.
- 2. ☐ Check here if your school has a school-linked health center (SLHC). See Administrative Manual for definition.

At the bottom of the window, there is a label "School Information Form (SIF)" and three buttons: "Previous section", "Next section", and "Exit".

If your school has a school-based health center or a school-linked health center, check the appropriate box. If your school does not have a health center, leave the section blank. Many schools receive regular services from a credentialed school nurse. These services, on their own, do not qualify as either a school-based or school linked health center. Refer to the Glossary of Terms for further definitions.

Buttons:

Exit - This button will save any updates you have made and return you to the “Select SIF” screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Dropouts NCLB - Section L

No Child Left Behind (NCLB) Reporting Requirements

Refer to the Glossary of Terms for the definition of each of the categories.

Dropouts

Report the number of dropouts by grade level for each of the categories listed. These may be duplicated counts across the categories listed. The counts by grade and category must be less than or equal to the number of dropouts reported in section F.

A	B	C	D	E	F	G	H	I	J	K	L	Contact
L. Data for No Child Left Behind (NCLB)												
Dropouts (2002-2003)				Migrant Education (a)		English Learner (b)		Special Education (c)		National School Lunch Program (d)		
Grade 9				5								
Grade 10						6						
Grade 11								7				
Grade 12										8		
Graduates (2002-2003)												
High School Graduates				4		5		6		6		
School Information Form (SIF) 2003 Previous section Next section Exit												

Graduates NCLB - Section L

No Child Left Behind (NCLB) Reporting Requirements

Refer to the Glossary of Terms for the definition of each of the categories.

Graduates

Report the number of graduates by category. The counts of graduates by category must be less than or equal to the number of graduates reported in section C.

A	B	C	D	E	F	G	H	I	J	K	L	Contact
L. Data for No Child Left Behind (NCLB)												
Dropouts (2002-2003)				Migrant Education (a)		English Learner (b)		Special Education (c)		National School Lunch Program (d)		
Grade 9				5								
Grade 10						6						
Grade 11								7				
Grade 12										8		
Graduates (2002-2003)												
High School Graduates				4		5		6		6		
School Information Form (SIF) 2003												
				Previous section				Next section				Exit

Contacts

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B).

The screenshot shows a window titled "Edit SIF -". At the top, there is a row of tabs labeled A, B, C, D, E, F, G, H, I, J, K, and "Contact". The "Contact" tab is currently selected. Below the tabs, the "Contact Information" section is displayed. It contains four input fields arranged in a 2x2 grid:

- Top-left: "Name of person completing form" with a text input field containing the letter "I".
- Top-right: "Telephone" with a text input field containing "(555) 555-5555".
- Bottom-left: "Title" with an empty text input field.
- Bottom-right: "Extension" with an empty text input field.

At the bottom of the window, there is a bar containing the text "School Information Form (SIF)" on the left, and three buttons: "Previous section", "Next section", and "Exit" on the right.

Buttons:

Exit - This button will save any updates you have made and return you to the "Select SIF" screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Edit County/District Information Form (CDIF)

Edit County/District Information Form (CDIF)

Use this selection to add/update data on the County/District Information Form. There are four buttons you may use to edit the data. Each of the sections of the form (Sections A – G) can be accessed through the tabs on the top of the data entry form.

The button options include:

Previous Section – Used to return to the previous section(s).

Next Section - Used to advance to the next section(s).

Save/Exit - Used to save changes and return to Main Menu.

General Instruction

General Instructions

- Complete only one County/District Information Form.
- Report data current as of Information Day unless otherwise directed.
- The superintendent's signature certifies that the data are accurate.
- Make copies for the County Superintendent's Office and for your records as appropriate.
- Send the completed form to Genesis Data Inc.
- Refer to the CBEDS Coordinator's Checklist (page 17 of the Administrative Manual) for instructions for assembling and returning documents.

Special Instructions

- County Offices. Report information only for students and staff in programs administered by the county office. Do not aggregate or duplicate district data.
- District Offices. Do not aggregate or duplicate information reported on a school report.

Edit CDIF -

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [Contact](#)

A. Number of Classified Staff

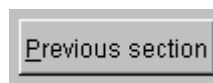
Current Column: Male - American Indian or Alaska Native

Section label	Male								Female								Tot
	a-Ind	b-Asn	c-PI	d-Fil	e-His	f-Blk	g-Whit	h-Multi	i-Asn	k-PI	l-Fil	m-His	n-Blk	o-Whit	p-Multi		
1. Parapro Full-T	0																
2. Parapro Part-T																	
3. Office/Cler Full-T						1	3		1				16		21		
4. Office/Cler Part-T													2		2		
5. Other Classif Full-T		1			2		13		1				4		21		
6. Other Classif Part-T												4	26		30		

CDIF Previous section Next section Save/Exit

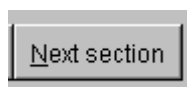
Previous Section

This button will display the previous section of the form for you. If you are on the first section (Section A), the last section (Section G) will be displayed. You may also access this button through the shortcut Alt + N.



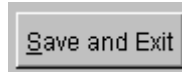
Next Section

This button will display the next section of the form for you. If you are on the last section (Section G), the first section (Section A) will be displayed. You may also access this button through the shortcut Alt + P.



Save/Exit

This button will save all the data changes that have been made to the entire CDIF form, close the CDIF data entry screen and return the user to the main menu. You may also access this button through the shortcut Alt + S.

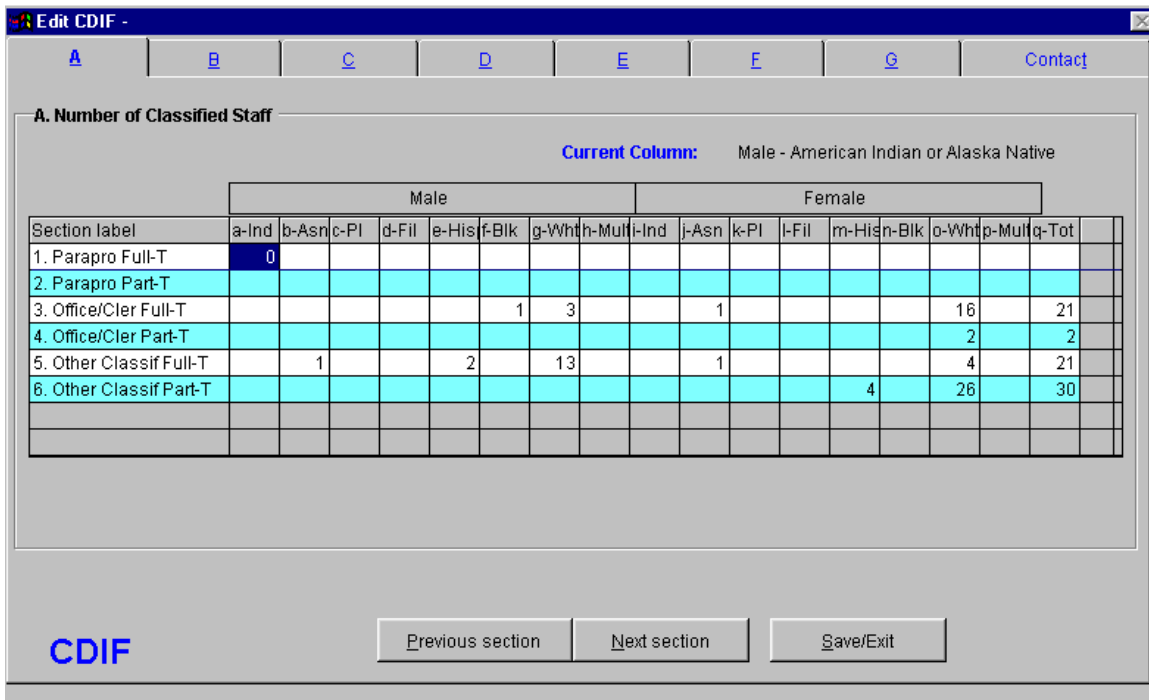


Classified Staff - CDIF

This section is comprised of six rows, each separated into gender and racial/ethnic designation categories. The first section (rows 1 – 2) is used for entering full-time and part-time counts of **paraprofessionals**. The second section (rows 3 – 4) is used for entering full-time and part-time counts of office/clerical staff. The third section (rows 5 – 6) is used for entering full-time and part-time counts of other **classified staff**.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B). You may also use the "Previous Section" or "Next Section" button.

You may save the data you have entered on the entire CDIF form by pressing the "Save/Exit" button.



The screenshot shows a software window titled "Edit CDIF -". At the top, there are tabs labeled A, B, C, D, E, F, G, and Contact. The active tab is A. Below the tabs, the section is titled "A. Number of Classified Staff". To the right of this title, it says "Current Column: Male - American Indian or Alaska Native". Below this, there is a table with columns for gender (Male and Female) and racial/ethnic designations (a-Ind, b-Asn, c-PI, d-Fil, e-His, f-Blk, g-Wh, h-Mult, i-Ind, j-Asn, k-PI, l-Fil, m-His, n-Blk, o-Wh, p-Mult, q-Tot). The table contains data for six rows: 1. Parapro Full-T, 2. Parapro Part-T, 3. Office/Cler Full-T, 4. Office/Cler Part-T, 5. Other Classif Full-T, and 6. Other Classif Part-T. The data values are as follows:

	Male							Female									
Section label	a-Ind	b-Asn	c-PI	d-Fil	e-His	f-Blk	g-Wh	h-Mult	i-Ind	j-Asn	k-PI	l-Fil	m-His	n-Blk	o-Wh	p-Mult	q-Tot
1. Parapro Full-T	0																
2. Parapro Part-T																	
3. Office/Cler Full-T						1	3			1					16		21
4. Office/Cler Part-T															2		2
5. Other Classif Full-T			1			2		13		1					4		21
6. Other Classif Part-T													4		26		30

At the bottom of the window, there is a "CDIF" label on the left and three buttons: "Previous section", "Next section", and "Save/Exit".

Number of Classified Staff - CDIF

Report in lines 1-6, by type, gender, and racial/ethnic designation, the number of full-time and part-time classified employees assigned to the district office or county office of education. Do not report adult education, ROP, or children's center/preschool classified staff. To be considered full-time, classified staff must work a minimum of six hours daily or not less than thirty hours a week. Refer to the Glossary of Terms for definitions of "racial/ethnic designation", "paraprofessional", and "other classified staff".

- Single school districts report all classified staff on the School Information Form.

Gifted and Talented Education (GATE)- Section B

This section is comprised of sixteen cells, separated into gender and ethnic group categories. Enter the count of **GATE** students by gender and ethnicity. As you move from cell to cell, the "Total GATE students" cell is automatically recalculated.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B). You may also use the "Previous Section" or "Next Section" button.

You may save the data you have entered on the entire CDIF form by pressing the "Save/Exit" button.

School Information Form (SIF) 2000

File Edit Report/Print Utility Help

Edit CDIF - Sand Dunes Unified (59-12345)

A B C D E F G Contact

B. Gifted and Talented Education (GATE)

Male								Female							
Amer. Ind./ Alaska Native	Pac. Asian	Island.	Filipino	Hisp./ Latino	Ameri- can	White	Mult./ NA	Amer. Ind./ Alaska Native	Pac. Asian	Island.	Filipino	Hisp./ Latino	Ameri- can	White	Mult./ NA

Total GATE students: 0

CDIF Previous section Next section Save/Exit

Record: 1/1 Record Unlocked

Report, by racial/ethnic designation, the numbers of pupils identified as gifted and talented in the district, regardless of whether or not these pupils are participating in the gifted and talented education (GATE) program (line 7 of the CDIF). Gifted and talented pupils who have transferred from another district and who have been identified by the receiving district as gifted and talented should be included in the count. Refer to the Glossary of Terms for the definition of “Gifted and Talented Education”.

Adult Education - Section C

Report the unduplicated count of full-time and part-time adult education certificated and classified employees by category in columns b and c of lines 1-4.

	No. Full-time	No. Part-time
15. Adult Education Teachers	<input type="text"/>	<input type="text"/>
16. Adult Ed. Pupil Services	<input type="text"/>	<input type="text"/>
17. Adult Ed. Administrators	<input type="text"/>	<input type="text"/>
18. Adult Ed. Classified Staff	<input type="text"/>	<input type="text"/>

CDIF - 2002

Service Learning/Community Service - Section D

Enter a “Y” for Yes or “N” for No, to indicate if your school has “**service learning**” or “**community service**”.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section’s tab or press the Alt + Section Letter (for example Alt + B for section B). You may also use the “Previous Section” or “Next Section” button.

You may save the data you have entered on the entire CDIF form by pressing the “Save/Exit” button. If you wish to cancel all data entry on the CDIF form, press the “Cancel/Exit” button.

Edit CDIF -

[A](#) | [B](#) | [C](#) | **[D](#)** | [E](#) | [F](#) | [G](#) | [Contact](#)

D. Service Learning/Community Service

Does the district have a school board policy that provides opportunities such that all students will participate in either of the following:

	Yes or No (Y/N)		Yes or No (Y/N)
Service Learning	<input type="checkbox"/>	Community Service	<input type="checkbox"/>

CDIF [Previous section](#) [Next section](#) [Save/Exit](#)

This section is to be completed by all school districts. Check the appropriate box to indicate if the district has a school board policy that provides opportunities such that all students will participate in service learning and/or community service.

If this section is left blank, we will assume your answer is “no”.

Teacher Shortage and Demand - Section E

Enter the estimated number of hires for the 2003-04 for each of the subject areas.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B). You may also use the "Previous Section" or "Next Section" button.

You may save the data you have entered on the entire CDIF form by pressing the "Save/Exit" button.

E. Teacher Shortage and Demand			
Subject Areas	Estimated number of Hires for 2003-2004	Subject Areas	Estimated number of Hires for 2003-2004
1. Agriculture	1. 0.0	10. Physical Education	10.
2. Art	2.	11. Physical Science	11.
3. English / Drama	3.	12. Reading	12.
4. Business	4.	13. Social Science	13.
5. Foreign Lang	5.	14. Trades	14.
6. Home Econ	6.	15. Special Education	15.
7. Life Science	7.	16. Bilingual Ed.	16.
8. Mathematics	8.	17. Self-contained	17.
9. Music	9.	18. Other	18.

CDIF - 2002 Previous section Next section Save/Exit

Report the projected or estimated number of teachers to be hired for the 2003-2004 school year to fill new positions or vacated positions. A vacated position occurs if a teacher is expected to retire, resign, transfer, or begin a leave of absence. Do not include teachers expected to remain with the district in a new specialization.

Report information about classroom teaching positions and specialist positions, including those funded by local, state, or federal monies. Do not include administrative, guidance, media, library, health service, or non-certificated positions in "other specializations."

High School Grad Req - Section F

Enter the high school graduation requirements for each of the subject areas. The “Total Units Needed for Graduation” will automatically be calculated. Also enter data into rows 14 – 19 as appropriate.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section’s tab or press the Alt + Section Letter (for example Alt + B for section B). You may also use the “Previous Section” or “Next Section” button.

You may save the data you have entered on the entire CDIF form by pressing the “Save/Exit” button.

Edit CDIF - Alta-Dutch Flat Union Elementa (31-66779)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [Contact](#)

F. High School Grad. Rqmts. (2002-2003)

1. English

2. Visual and Performing Arts

3. Foreign Language

4. Foreign Lang or Visual Perf Arts

5. Health

6. History-Social Science

7. Mathematics

8. Physical Education

9. Science

10. Community Service

11. Electives

12. Other Requirements

13. Total Units Needed for Graduation: 0.0

14. A one year course equivalent to:

Mathematics needed for graduation

15. Algebra I or Integrated Mathematics I (college preparatory)

16. Geometry or Integrated Mathematics II (college preparatory)

17. Algebra II or Integrated Mathematics III (college)

18. Probability and Statistics or Data Analysis

Laboratory Science needed for graduation

19. Laboratory Science

CDIF - 2002

For your district’s 2003 graduates, report the minimum number units required in each subject, the total number of units needed for graduation in line 13, and the number of units in a one year course in line 14. In addition to the minimum graduation requirements, if your district’s graduation requirements include any of the specific mathematics and/or science subjects listed, report those units in the spaces provided.

Student Interdistrict Transfer - Section G

Enter the number of Student **Interdistrict transfers**.

When you wish to advance to the next section, you may click on the desired section’s tab or press the Alt + Section Letter (for example Alt + B for section B). You may also use the “Previous Section” or “Next Section” button.

You may save the data you have entered on the entire CDIF form by pressing the “Save/Exit” button. If you wish to cancel all data entry on the CDIF form, press the “Cancel/Exit” button.

Edit CDIF - Sand Dunes Unified (59-12345)

A B C D E F G Contact

G. Student Interdistrict Transfer

The districts receiving the interdistrict transfers should report the total number of students who are interdistrict transfers as of Information Day. If none, enter "0". See Administrative Manual for definition.

CDIF Previous section Next section Save/Exit

The district receiving the interdistrict transfers should report the total number of student interdistrict transfers from other California school districts as of October 2, 2003 (Information Day) regardless of the length of time the student has attended your district. Do not include student transfers from out-of-state school districts in Arizona, Oregon, and Nevada. Refer to the Glossary of Terms for further definitions.

Contact

Enter the contact name, title, phone number, and extension.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B). You may also use the "Previous Section" or "Next Section" button.

You may save the data you have entered on the entire CDIF form by pressing the "Save/Exit" button.

Edit CDIF - Sand Dunes Unified (59-12345)

A B C D E F G Contact

Contact Information

Name of person completing form

Telephone

1 -

Title

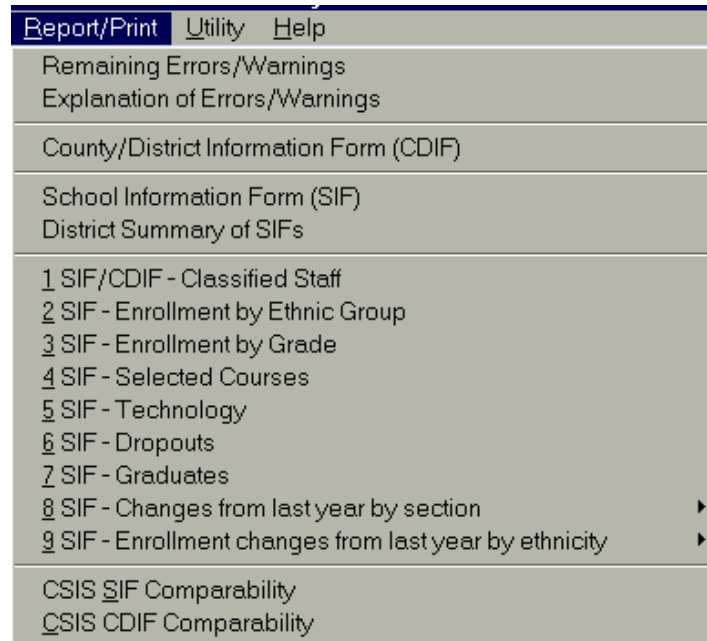
Extension

CDIF Previous section Next section Save/Exit

Report

Report Pull Down Menu

The report pull-down menu has the following options.



Remaining Errors/Warnings

This option is used to display a list of all schools with one or more Errors or Warnings. A brief explanation of each error/warning is also included. All errors must be resolved before data can be submitted to Genesis Data Inc..

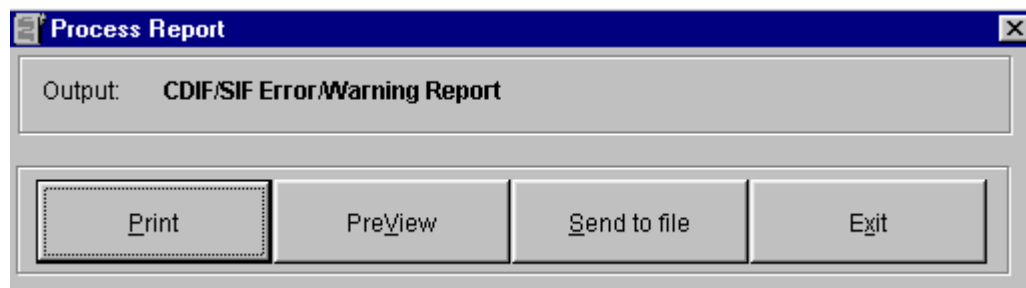
When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.



Explanation of Errors/Warnings

This option is used to display a list of all the error checks that are run against each SIF and CDIF record. There are two types of error checks, Errors and Warnings. Any errors will prevent the system from allowing you to submit your data. Warnings do not prevent the submission of data. The report includes the error title and more detailed information about how the error check is performed.

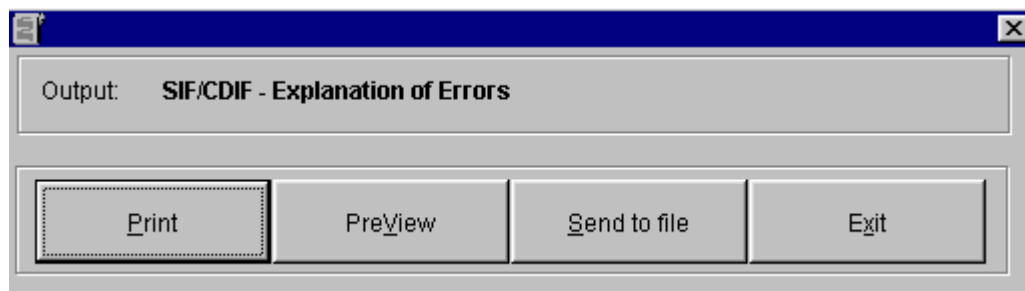
When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.



County/District Information Form (CDIF)

This option is used to print a CDIF form

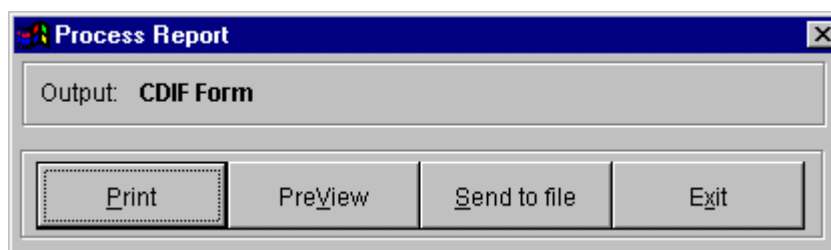
When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

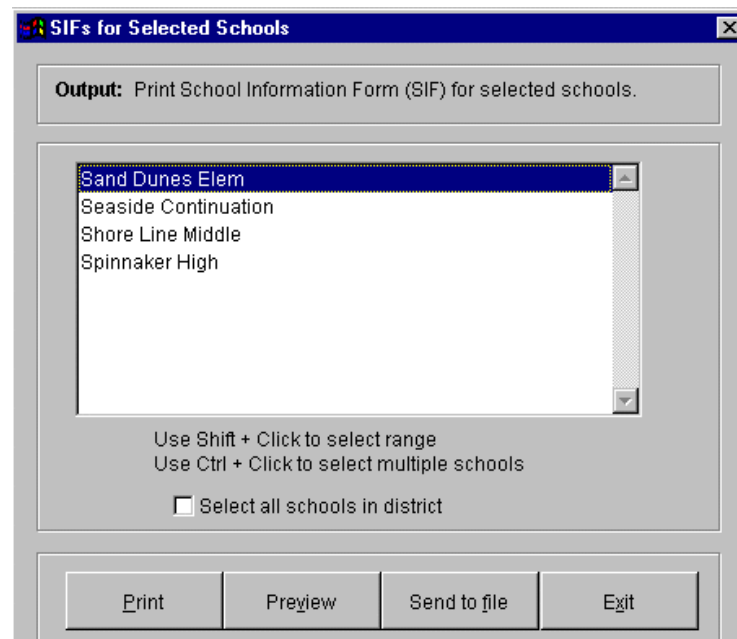
Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.



School Information Form (SIF)

This option is used to print a SIF form for selected school records. When this option is selected, a screen listing all the schools in your district is displayed in school name order. You may select one school, a range of SIFs (using the mouse along with Shift + Click), or multiple selections (using the mouse and Ctrl + Click).



When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.

District Summary of SIFs

This option is used to print a District Summary form that contains all the sections of the SIF with total counts for all schools aggregated to the district level.

When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.



SIF - Enrollment by Ethnic Group

This option is used to print an Enrollment by Ethnic Group report that includes a listing of each school in the district with total enrollment counts and percents for each school for each racial/ethnic designation.

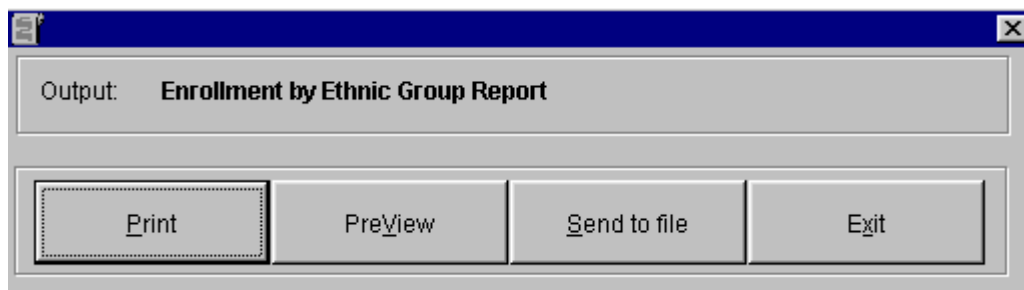
When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.



SIF - Enrollment by Grade

This option is used to print a report that includes the total number of students enrolled in each grade within each school.

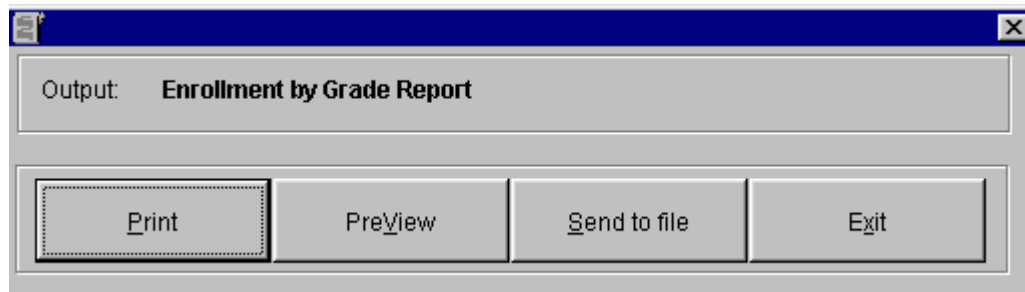
When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

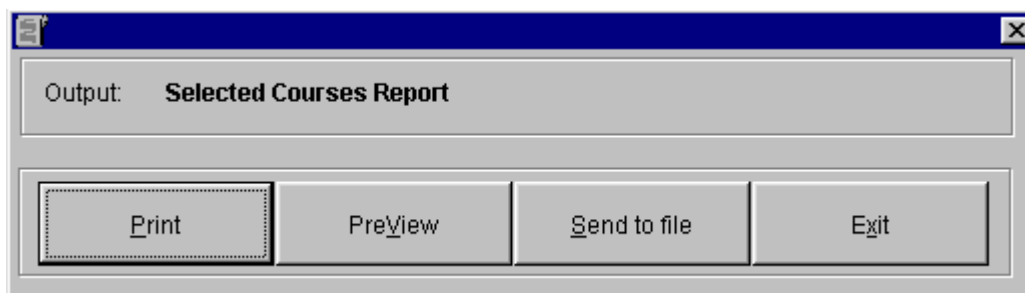
Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.



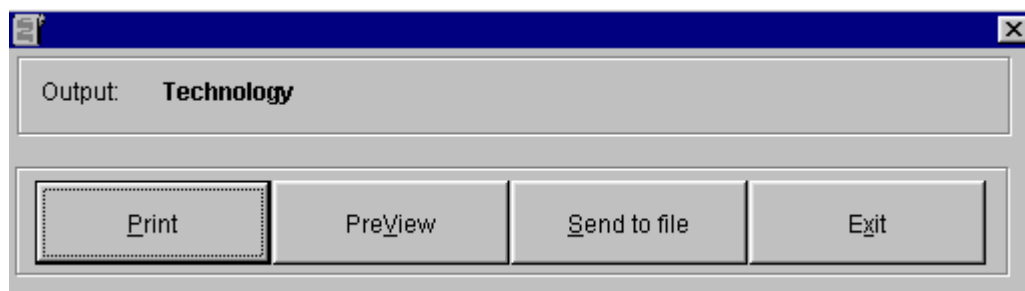
SIF - Selected Courses

This option is used to print a report that lists the number of students, the percentage of change from previous year, and the percentage of 11th and 12th grade students enrolled in the following courses: Intermediate Algebra; Advanced Math; Chemistry 1st Year; and Physics – 1st Year.



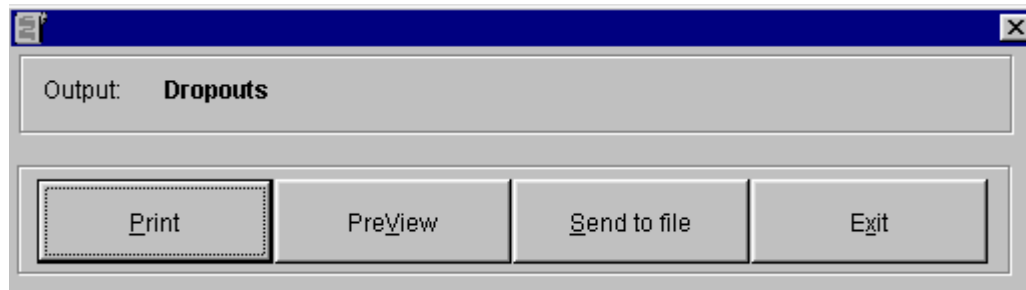
SIF - Technology

This option is used to print a report that lists each school's enrollment, computers used for instruction, students per computer, computers with CD, students per computers with CD, classrooms with Internet connection, and classrooms with Internet connection and connected to WAN.



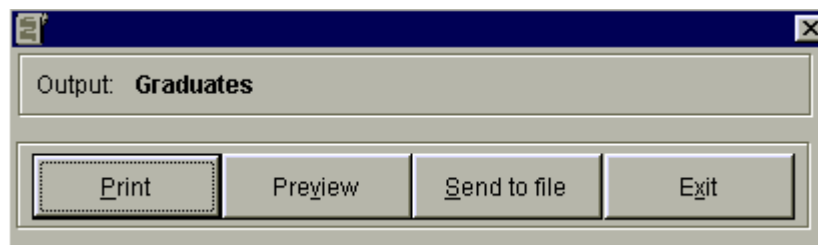
SIF - Dropouts

This option is used to print a report that lists each school's enrollment and dropout totals as well as the 1 year and 4 year dropout rates.



SIF - Graduates

This option is used to print a report that illustrates each school's previous year's 12th grade enrollment, number of graduates, graduates meeting UC/CSU requirements, and graduates completing a voc ed sequence of courses.



SIF Changes from Last Year by Section

Changes from last year to this year, by section, are available either at the district-level or school-level.

When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

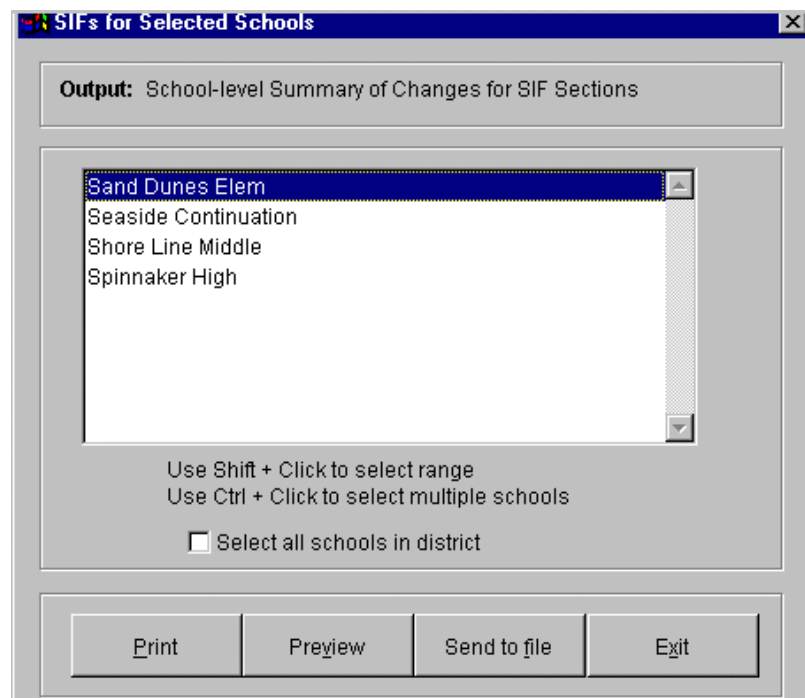
Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.

District-level report:



School-level report: (requires selection of one or more schools)



SIF Enrollment Changes from Last Year by Ethnicity

A comparison of enrollment changes from last year to this year, by racial/ethnic designation, is available either at the district-level or school-level.

When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

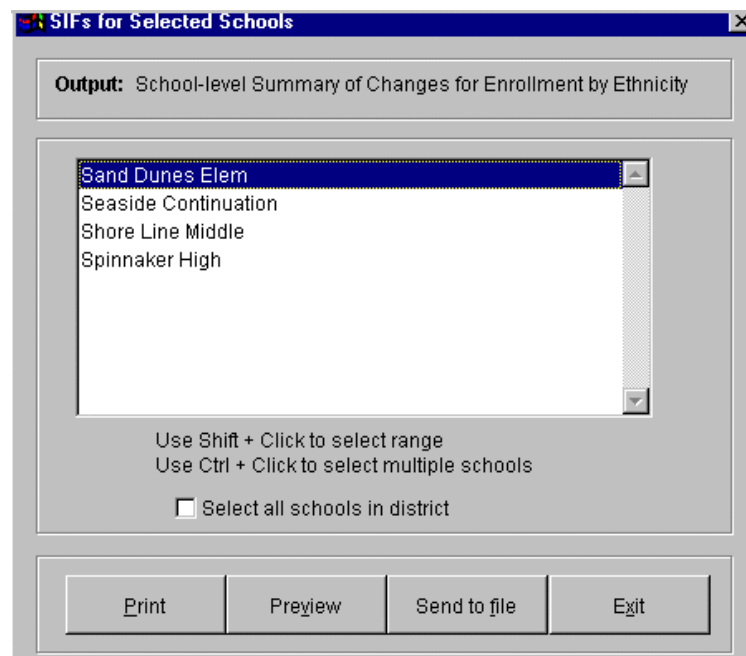
Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.

District-level report:



School-level report: (requires selection of one or more schools)



CSIF SIF Comparability

This report provides SIF information that can be used if your district is participating in CSIS. The data is used during the comparability testing.

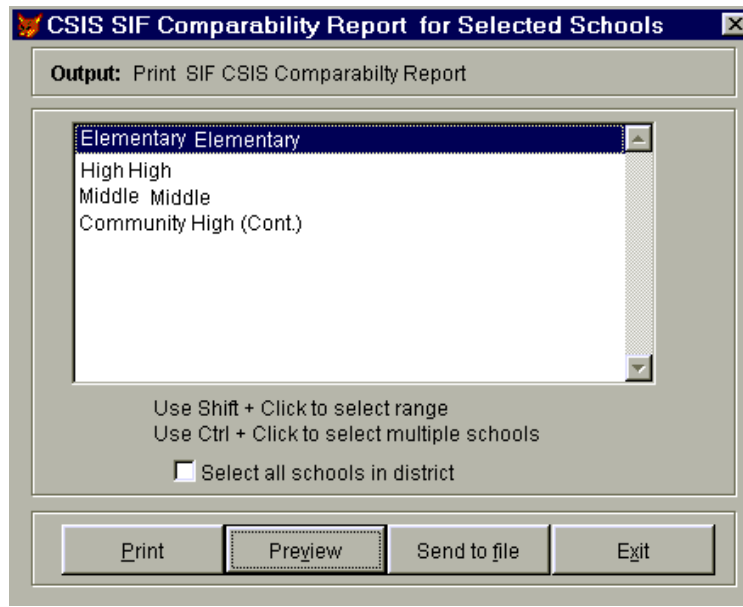
When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.



CSIS CDIF Comparability

This report provides CDIF information that can be used if you district is participating in CSIS. The data is used during the comparability testing.

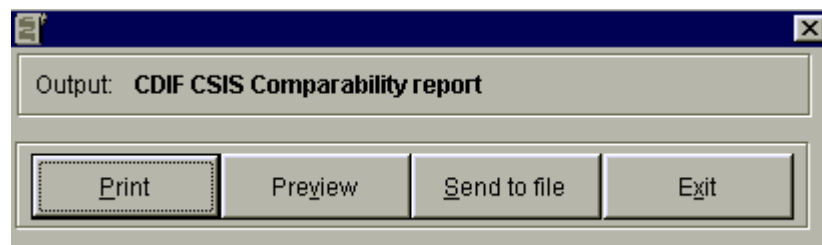
When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

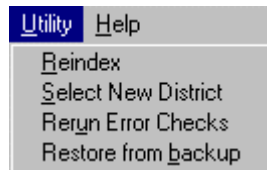
Exit – Return to main menu.



Utility

Utility Pull Down Menu

The utility pull-down menu has the following options.

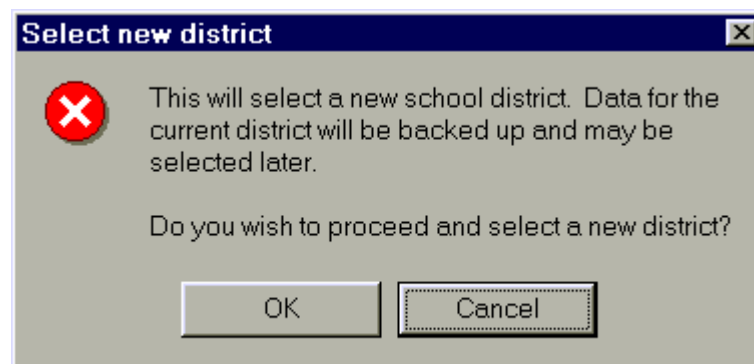


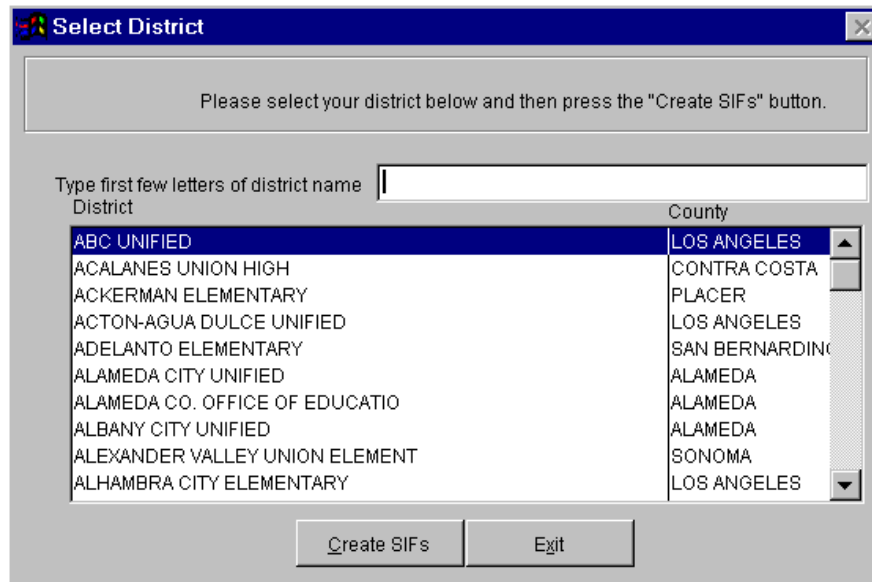
Reindex

This option will rebuild index files that are used by the SIF/CDIF software to sort the data that have been entered. You will not usually need to use this option as index files are only rarely corrupted.

Select New District

This option will allow you select a different district than the one you originally selected. If you use this option, the data for the current data will be backed up and will be available the next time you use the “Select new district” option.



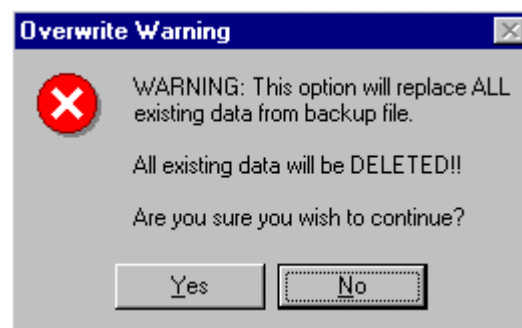


Rerun Error Checks

This option will erase all the errors and re-run all the error checks. You will not usually need to use this option as the errors are maintained through normal update process.

Restore from Backup

This option allows the user to restore a file that was created when the user left the program and chose to back up the data files. The data that was saved during backup are in a slightly different format than the “Export” option and also includes the CDIF data.



Help Menu

Help Pull-down Menu

Three functions are available from the **Help** pull down menu.

These options include:

About – Displays a window that shows the version and release date of the SIF software.

Topics – Starts the SIF help system and displays help topics.

Phone numbers – Displays a window that contains the telephone number and hours available for the Genesis Data Inc. user services desk.

www Educational Demographics – Connects you to the California Department of Education - Demographics Office Homepage.

www CBEDS Software – Connects you to the CBEDS Coordinators web page.



Glossary of Terms

Administrative Employee

An administrative employee is defined as an employee of the district in a position requiring certification but who is not required to provide direct instruction to pupils or direct services to pupils (services such as those provided by a pupil services employee E.C. 41401). This does not include mentor teachers who are to be reported as teachers (E.C. 44496, AB 70, Chapter 1302, 1983 Statute).

Advanced Placement

Advanced Placement (AP) is a program that allows high school students to complete college level coursework. The College Board, sponsor of the program, provides a variety of courses in history, language, science, mathematics, music, and art. Colleges participating in the program may grant college credit or appropriate placement to students who pass the AP examination.

Alternative Education

“Alternative education” is a course of study prescribed by the Education Code, which is different from and is an alternative to conventional or regular instruction (see E. C. § 51225.3 (b)). For the district, it may be mandated (as with a continuation high school) or optional (as with a “magnet,” independent study option, or a partnership academy). For pupils and teachers in an alternative school or program established under the Education Code provisions for alternatives (see E.C. § 58500-58512) participation is always voluntary.

For some other educational alternatives, including continuation and opportunity education, pupil and teacher participation may be involuntary. Alternative education is essentially an alternative to regular schooling. Students may be engaged in more than one alternative concurrently.

The categories within which students in alternative educational programs are to be reported on the School Information Form are discussed below:

“Continuation Classes” are classes, which meet the mandate for continuation education. These classes are maintained for students enrolled in the comprehensive high school or a continuation high school.

“Community/experience based,” means any instructional program that is based in the community, including community service, internship, city (or community) as school, school without walls, and experience or field-based education. Do not include community day schools.

“Opportunity” means an instructional program for pupils-at-risk, with specialized curriculum, counseling, and psychological services for rehabilitation purposes that is not a permanent alternative to regular education. It is typically provided in one classroom with one or more teachers. See E.C. § 48630-48637.

“Magnet” means any program or school within a school designed to attract students away from their school of residence. A magnet school/program is established and operates on the basis of a particular curriculum theme and/or a particular instructional mode or structure, and may or may not be intended for achieving racial balance.

“Pregnancy/Parenting” refers to the total number of identified pregnant/parenting female and expectant/parenting male pupils who receive specialized services (child care, classes, counseling, case management, etc.) through the school or program in which they are enrolled. Count each student only once.

“Independent study” means an alternative to classroom instruction consistent with the district’s course of study, engaged in voluntarily by the pupil in accordance with the terms and conditions of a written agreement as required by § E.C. 51745-51749.3. The pupils’ study is always under the general supervision of a certificated district teacher.

“Other” means all alternative programs or educational options not encompassed by the preceding categories. “Other” would not include Community Day Schools (E.C. § 48660) since these are separate schools and not programs offered as part of another school. Each Community Day School should have its own CDS code and be reported on its own

School Information Form.

“Number of graduates meeting high school requirements through Independent Study” is for reporting the number of students who were engaged in independent study and who either graduated from high school or successfully completed a high school equivalency exam (i.e., GED or CHSPE) during the prior school year. If any of these graduates received a regular high school diploma, they should also be counted on the SIF in Section C, line 24.

“Total unduplicated” is the total number of students in all programs, with a student in multiple programs counted only once.

Class Size Reduction

If a district implements Option 1 there is one certified teacher for each K-3 class of 20 or fewer students assigned to a separate, self-contained classroom. Students are assigned to this class for the substantial majority of the school day.

If a district implements Option 2 there is one certified teacher for each K-3 class of 20 or fewer students for half of the instructional minutes per day. Reading and mathematics, as a minimum, must be provided during the minutes of reduced size classes.

Classified Employee

A classified employee is defined as an employee of a school district, employed in a position not requiring certification qualifications. In addition to the paraprofessionals and office/clerical staff, “other classified staff” may include custodians, food service staff, bus drivers, business managers, or staff below the level of assistant, deputy or associate superintendent who hold positions not requiring credentials. For CBEDS reporting, do not include preschool, adult education, or ROP classified employees.

County/District offices may use different time periods to qualify employees as full-time. However, for CBEDS reporting, a staff member must work a minimum 30 hours per week to be given full-time status.

Community Service

Community Service means volunteering done in the community. The terms “community service” and “service-learning” are sometimes used interchangeably, but they are distinct concepts. See the definition of “Service-Learning” for further reference.

Dropouts

The California Department of Education defines a dropout for the October 2003 CBEDS data collection as a person who meets the following criteria:

- Was enrolled in grades 7, 8, 9, 10, 11 or 12 at some time during the 2002-03 school year
AND left school prior to completing the 2002-03 school year

OR

- Successfully completed the 2001-02 school year but did not begin attending the next grade (7, 8, 9, 10, 11 or 12) in the school to which they were assigned or in which they had pre-registered or were expected to attend during the 2002-03 school year

AND

- Is not enrolled and attending school as of Information Day, 2003.

Exclusionary conditions

The student is not a dropout if they meet any of the conditions below:

- The student has transferred to and is attending another public or private educational institution leading toward a high school diploma or its equivalent. The definition above does not include adult education programs unless the district can verify that these students are still enrolled in the GED program or have obtained a GED-based diploma or other credential on Information Day.
- The student has received a high school diploma or its equivalent (GED or CHSPE)
- The student has transferred to and is attending a college offering a baccalaureate or associate's program
- The student has moved out of the United States
- The student has a temporary school recognized absence due to suspension or illness
- The school has verified that the student is planning to enroll late (e.g., extended family vacation, seasonal work)
- The student has died.

Students who enroll in adult education programs are counted as dropouts unless the elementary/secondary school systems responsible for the student. This ensures that students who do not complete a program but for whom the district no longer takes responsibility are counted as dropouts. For example, if a student is under 21 years of age, transfers to an adult school, and is a no show at the adult school, the school that transferred the student should report the student as a dropout. It is the high school's responsibility to determine if the student is enrolled and attending the adult school.

Other Considerations

CDE maintains a policy regarding dropout verification, which accepts documentation other than transcripts as evidence that students, who have left school, are enrolled in other institutions of higher learning or have received a high school diploma or its equivalent. The documentation must be received from a responsible adult having knowledge of the student's status. Districts are responsible for determining the status of their "no-show" students. "No-shows" are students who completed any of grades 7 through 11 during the 2001-02 school year, but who did not begin attending the next grade in the school to which they were assigned or in which they had pre-registered or were expected to attend in the fall of 2002. It is important to verify if no-shows are dropouts or merely attending a school other than the school where they were expected. If you establish that a fall 2003 "no-show" student assigned to your school is a dropout, you are responsible for reporting that student as a dropout on the October 2003 CBEDS report. Unless a district has year-round schools, summer school should not be counted as part of the non-attendance days.

The following is a checklist to assist in determining if a student is a dropout.

DROPOUT CHECKLIST

A STUDENT WHO MEETS THE DEFINITION OF A DROPOUT AND	REPORT ON 2003 SIF AS DROPOUT?
Graduated, received high school diploma, GED or CHSPE certificate	No
Transferred to and is attending any public or private educational institution and is in a program leading toward a high school diploma or its equivalent (exception: adult education programs).	No
Died	No
Has not graduated, has not completed an approved program, has not died, and is not known to be in an educational program leading toward a high school diploma or its equivalent	Yes
Completed four years of high school, has not graduated or received a GED or CHSPE certificate, and is not known to be in an educational program leading toward a high school diploma or its equivalent	Yes
Was suspended or expelled and is not known to be in an educational program leading toward a high school diploma or its equivalent	Yes
Was incarcerated, was in the armed forces, in the Job Corps, or in the Peace Corps, and is not known to be in a secondary educational program	Yes
Left school to get married.	Yes
Moved out of district or out of state and is not known to be in an educational program leading toward a high school diploma or its equivalent	Yes

Was reported as a dropout on a CBEDS School Information Form in any year prior to October 2002, re-enrolled in school since dropping out, subsequently left school, has not graduated or completed an approved program, and is not known to be in an educational program leading toward a high school diploma or its equivalent Yes

District placed student in an adult program, but has no verification if the student is enrolled and attending the adult school Yes

Illness, verified as legitimate No

Planning to enroll late (e.g. extended family vacation, seasonal work) No

Suspended or expelled and term of suspension or expulsion not yet over No

Expelled with no option to return Yes

Expelled and enrolled in another school and/or district No

Educational Calendar

Single-track Year-Round School. Students follow an educational calendar, which has frequent and shorter vacation periods. The entire student body occupies the facility for on-track sessions, and shares similar vacation schedules during off-track periods.

Multitrack Year-Round School. Students are divided into three to five groups to increase the enrollment capacity of the facility. The three, four or five tracks rotate throughout the year, following an educational calendar, which has frequent and shorter vacation periods. One of the tracks is always on vacation.

60/20 – Under this plan, the school year is divided into three 60-day (12 week) instructional periods and three 20-day (4 week) vacation periods.

60/15 – Under this plan, the school year is divided into three 60-day (12 week) instructional periods and four 15-day (3 week) vacation periods.

90/30 – Under this plan, the school year is divided into two 90-day (18 week) instructional periods and two 30-day (6 week) vacation periods.

45/15 – Under this plan, the school year is divided into four 45-day (9 week) instructional periods separated by four 15-day (3 week) vacation periods.

Concept 6 – The school year is divided into two 80-day (16 week) instructional periods and two 40-day (8 week) vacation periods. This is a three-track calendar.

Custom Calendar – A year-round educational program not described above which has less than eight consecutive weeks of vacation scheduled during the school year.

Full-time Equivalent (FTE) Employee-Certificated Staff Only

A Local Educational Agency (LEA) may be using different time periods to qualify certificated employees as full-time. However, for CBEDS reporting, a certificated staff member must work a minimum of thirty hours per week to be given full-time equivalent status. The Department expects that most districts will have between thirty and forty hours a week as a minimum requirement for full-time status. Personnel who work less than full time are to be designated by the percentage of time they work. For example, a half-time person is .50 FTE; a quarter-time person is .25 FTE, etc.

Gifted and Talented Education (GATE)

Gifted and talented pupils are defined in the Education Code section 52201 as pupils enrolled in a public elementary or secondary school who are identified as possessing demonstrated or potential abilities that give evidence of high performance capability. High performance capability is defined by each school district governing board. Each district shall use one or more of the following categories in defining the capability: intellectual, creative, specific academic, leadership, high achievement, performing and visual arts talent, or any other criterion proposed by the district and approved by the State Board of Education in the district's GATE application. (Education Code Section 52202)

Grade Level

Grade level is established based on district criteria.

Information Day

On this day, personnel in schools, districts, and county offices of education are requested to provide information regarding school staff, enrollment, and accountability indicators.

Interdistrict Transfers

Interdistrict transfer students are defined as incoming students from a California school district that have voluntarily sought and subsequently received a transfer permit to attend another school district. For CBEDS reporting, the district should report the number of interdistrict transfers that are received by the district.

International Baccalaureate

The International Baccalaureate (IB) is an internationally recognized high school diploma. All IB diploma candidates are required to engage in the study of languages, sciences, mathematics, and humanities in the final two years of high school. Universities may grant college credit or appropriate placement to students who pass the IB examination.

No Child Left Behind (NCLB)

No Child Left Behind (NCLB) Reporting Requirements: Beginning in 2002-03, the number of dropouts for grades 9,10,11, and 12 and the number of graduates for the following: migrant education, English learner, special education, and the National School Lunch Program.

Migrant Education: Migratory students are eligible for funding if they have moved during the last 36 months because they or members of their family were trying to obtain temporary or seasonal employment in agricultural, dairy, fishing, or logging activities.

English Learner: A student for whom there is a report of a primary language other than English on the state-approved “Home Language Survey” and who, on the basis of the state-approved California English Language Development Test (CELDT), has been determined to lack the clearly defined English language skills of listening comprehension, speaking, reading, and writing necessary to succeed in the school’s regular instructional programs.

Special Education: A child is counted as receiving special education when that child has a written IEP (Individualized Education Program), IFSP (Individual Family Service Plan) or ISP (Individual Service Plan) and is enrolled in a school or program operated or supported by a public agency that provides the child with special education and/or related services that meet state standards.

National School Lunch Program: The National School Lunch Program is a federally funded program which assists schools and other agencies in providing nutritious lunches to children at reasonable prices. In addition to financial assistance, the program provides donated commodity foods to help reduce lunch program costs. The United States Department of Agriculture is responsible for overseeing the program nationally. In California, the program is administered by the California Department of Education, Nutrition Services Division.

Other Classified Staff

Other classified staff includes all non-certificated staff not reported as “paraprofessionals” or “office/clerical staff,” such as managers, custodians, food service staff, bus drivers, noon duty supervisors, staff below the level of assistant, associate, or deputy superintendent, etc.

Paraprofessional

Paraprofessional includes teaching assistants, teacher aides, pupil service aides, and library aides.

Pupil Services Employee

A pupil services employee is defined as an employee of the district in a position requiring a standard designated services credential, health and development credential, or a librarian credential and who performs direct services to pupils (e.g., counselors, guidance and welfare personnel, librarians, psychologists, etc.). Program specialists as defined in Education Code Section 56368 are also to be reported as pupil services employees.

Racial/Ethnic Designations

The following racial and ethnic designations and definitions have been modified to reflect the new federal standards and more current use. The racial/ethnic designation that most closely reflects the individual’s recognition in the community should be used for the purposes of this report. For student enrollment, report each student in only one designation. For each certificated staff, the district may report one or more racial/ethnic designation(s).

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains cultural identification through tribal affiliation or community recognition.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g. Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, and Vietnam. On the PAIF, the racial/ethnic designation of Asian is further broken into sub-categories.

African American, not of Hispanic Origin: A non-Hispanic person having origins in any of the black racial groups of Africa.

Filipino: A person having origins in any of the original peoples of the Philippine Islands.

Hispanic or Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands (excludes the Philippine Islands). On the PAIF, the racial/ethnic designation of Pacific Islander is further broken into sub-categories.

White, not of Hispanic Origin: A non-Hispanic person having origins in any of the original peoples of Europe, North Africa, or the Middle East, e.g., England, Portugal, Egypt, and Iran.

Multiple or No Response: This is not a designation that should be used for local collection of racial/ethnic data from individuals. This designation, probably an interim measure, should be used to report aggregated data from districts that have decided to allow parents or students to identify more than one race or ethnicity or to not make any identification. This designation has been added to provide reporting flexibility to districts that may already be implementing the federal standards. There is no requirement that districts change their racial/ethnic data collection at this time.

School-Based Health Center

A school-based health center (SBHC) is dedicated to providing a comprehensive, primary care program offering age appropriate primary medical, mental health, disease prevention, health education, and social services. Most services are provided on site on the school campus. SBHCs also provide linkages and referrals to primary care providers.

School-Linked Health Center

A school-linked health center (SLHC) is a comprehensive primary care program offering age appropriate primary medical, mental health, disease prevention, health education, and social services. A SLHC is located near one or more schools, but not on a school campus. SLHCs have formal agreements with one or more districts or schools regarding areas such as referral, confidentiality, and feedback.

Service-Learning

Service-Learning is an instructional strategy that uses community service to achieve educational goals. The following five elements must be evident in order for an activity to be classified as Service-Learning. Service-Learning is a method:

- whereby students learn and develop through active participation in thoughtfully organized service that is conducted in and meets the needs of a community;
- which is coordinated with an elementary school, secondary school, institutions of higher education, or community service programs, and with the community;
- which helps foster civic responsibility;
- which is integrated into and enhances the academic curriculum of the students, and
- which provides structured time for the students to reflect on the service experience.

Special Education Reporting

Each special education student, (including special day class) should be reported in the grade appropriate to his or her level. This is important because some funding sources use CBEDS enrollment counts from specified grade levels and ungraded students may not be counted. If it is not possible to report a grade level for the special day class students, school districts may report them on CBEDS in either “Ungraded elementary (K–8)” or “Ungraded secondary (9–12)”. Districts should report only those students who are enrolled in kindergarten through grade 12.

Support Teaching Assignment

Instruction provided by a teacher who is not the primary teacher of record for those students. In most cases, this is a teacher who provides instruction to students in multiple classrooms at a school or to multiple schools. This teacher may also provide instruction to small groups of students within a classroom or in another setting. The support teaching assignment codes are intended for elementary teaching assignments. In most cases, the middle and high school teachers should not use these codes to report their assignments.

Teacher

A teacher is defined as an employee of the school district who holds a position requiring certification and whose duties require direct instruction to the pupils in the school(s) of that district. Mentor teachers are to be reported as teachers. Long-term substitutes may be reported as teachers only if the employees for whom they are substituting are not reported.

Teaching Credentials

Full Credential: Completed the teacher preparation program and hold a preliminary, clear, professional clear, or life credential.

District Internship: District credential program in which interns participate in preparation that includes staff development, but may or may not include college coursework.

University Internship: University credential program in which the intern is enrolled in the university taking coursework while teaching.

Pre-intern: The pre-internship program sponsored by school districts or county offices is designed to assist and support teachers in meeting subject-matter competence for an internship program or full credential. Employers provide basic training in classroom management, lesson planning, and teaching methods.

Emergency Permit: Requested by an employer on behalf of an individual who does not qualify for a credential or internship but meets minimum certification requirements. The permit holder completes credential requirements through a college or university for renewal. For purposes of this collection, districts are not required to report an authorization for the “30-day emergency permit”.

Waiver: Requested by an employer on behalf of an individual when the employer is unable to find credentialed teachers or individuals who qualify for an emergency permit.

Ungraded Elementary (K-8)

Ungraded elementary means any student in kindergarten through grade 8 in an ungraded program. These may include special education students in special day classes.

Ungraded Secondary (9-12)

Ungraded secondary means any students in grades 9 through 12 (excluding adults) in an ungraded program. These may include special education students in special day classes.

Wide Area Network

This is a network that connects Local Area Networks (LANs) and single computer systems to other systems and other LANs outside the building. Most WANs are connected via the Internet, Bitnet, or other internetworks.

Appendices

Appendix A - SIF File Format (2003)

This record format contains 1 record for every school included in the submission. The record length is 2,482 bytes. There is an **alternative record format** that may be used that has two different record types and shorter record lengths.

Item	Field-Name	Loc	Size	Description	Comments
		1-14	14	CDS – Code	
1.	CO_CODE	1-2	2	County	Valid County Code
2.	DIST_CODE	3-7	5	District	Valid District Code
3.	SCH_CODE	8-14	7	School	Valid School Code
		15-152	138	Block 1 – Male American Indian or Alaska Native	
		15-78	64	Enrollment	
4.	MI_EN_K	15-18	4	Kindergarten	0001-9999 or Blank
5.	MI_EN_1	19-22	4	Grade 1	0001-9999 or Blank
6.	MI_EN_2	23-26	4	Grade 2	0001-9999 or Blank
7.	MI_EN_3	27-30	4	Grade 3	0001-9999 or Blank
8.	MI_EN_4	31-34	4	Grade 4	0001-9999 or Blank
9.	MI_EN_5	35-38	4	Grade 5	0001-9999 or Blank
10.	MI_EN_6	39-42	4	Grade 6	0001-9999 or Blank
11.	MI_EN_7	43-46	4	Grade 7	0001-9999 or Blank
12.	MI_EN_8	47-50	4	Grade 8	0001-9999 or Blank
13.	MI_EN_UE	51-54	4	Ungr_elem	0001-9999 or Blank
14.	MI_EN_9	55-58	4	Grade 9	0001-9999 or Blank
15.	MI_EN_10	59-62	4	Grade 10	0001-9999 or Blank
16.	MI_EN_11	63-66	4	Grade 11	0001-9999 or Blank
17.	MI_EN_12	67-70	4	Grade 12	0001-9999 or Blank
18.	MI_EN_US	71-74	4	Ungr_sec	0001-9999 or Blank
19.	MI_EN_A	75-78	4	Adults	0001-9999 or Blank
		79-90	12	Graduates	
20.	MI_GD_GD	79-82	4	Grad	0001-9999 or Blank
21.	MI_GD_UCCSU	83-86	4	UC/CSU Grads	0001-9999 or Blank
22.	MI_GD_VE	87-90	4	Voc Ed Grads	0001-9999 or Blank
		91-106	16	Selected Courses	
23.	MI_IALG	91-94	4	Interm Algebra	0001-9999 or Blank
24.	MI_ADMTH	95-98	4	Adv Math	0001-9999 or Blank
25.	MI_CHEM	99-102	4	Chemistry	0001-9999 or Blank
26.	MI_PHY	103-106	4	Physics	0001-9999 or Blank
27.	MI_VE	107-110	4	Vocational Education	0001-9999 or Blank

		111-111	24	Dropouts	
28.	MI_DO_7	111-114	4	Grade 7	0001-9999 or Blank
29.	MI_DO_8	115-118	4	Grade 8	0001-9999 or Blank
30.	MI_DO_9	119-122	4	Grade 9	0001-9999 or Blank
31.	MI_DO_10	123-126	4	Grade 10	0001-9999 or Blank
32.	MI_DO_11	127-130	4	Grade 11	0001-9999 or Blank
33.	MI_DO_12	131-134	4	Grade 12	0001-9999 or Blank
		135-152	18	Classified Staff	
34.	MI_CLAS_PARAF	135-137	3	Parapro – Full	001-999 or Blank
35.	MI_CLAS_PARAP	138-140	3	Parapro – Part	001-999 or Blank
36.	MI_CLAS_OFCHF	141-143	3	Office – Full	001-999 or Blank
37.	MI_CLAS_OFCP	144-146	3	Office – Part	001-999 or Blank
38.	MI_CLAS_OTHF	147-149	3	Other – Full	001-999 or Blank
39.	MI_CLAS_OTHP	150-152	3	Other – Part	001-999 or Blank
		153-290	138	Block 2 – Female American Indian or Alaska Native	
				(same layout as block 1)	
		153-216	64	Enrollment	
40.	FI_EN_K	153-156	4	Kindergarten	0001-9999 or Blank
41.	FI_EN_1	157-160	4	Grade 1	0001-9999 or Blank
42.	FI_EN_2	161-164	4	Grade 2	0001-9999 or Blank
43.	FI_EN_3	165-168	4	Grade 3	0001-9999 or Blank
44.	FI_EN_4	169-172	4	Grade 4	0001-9999 or Blank
45.	FI_EN_5	173-176	4	Grade 5	0001-9999 or Blank
46.	FI_EN_6	177-180	4	Grade 6	0001-9999 or Blank
47.	FI_EN_7	181-184	4	Grade 7	0001-9999 or Blank
48.	FI_EN_8	185-188	4	Grade 8	0001-9999 or Blank
49.	FI_EN_UE	189-192	4	Ungr_elem	0001-9999 or Blank
50.	FI_EN_9	193-196	4	Grade 9	0001-9999 or Blank
51.	FI_EN_10	197-200	4	Grade 10	0001-9999 or Blank
52.	FI_EN_11	201-204	4	Grade 11	0001-9999 or Blank
53.	FI_EN_12	205-208	4	Grade 12	0001-9999 or Blank
54.	FI_EN_US	209-212	4	Ungr_sec	0001-9999 or Blank
55.	FI_EN_A	213-216	4	Adults	0001-9999 or Blank
		217-228	12	Graduates	
56.	FI_GD_GD	217-220	4	Grad	0001-9999 or Blank
57.	FI_GD_UCCSU	221-224	4	UC/CSU Grads	0001-9999 or Blank
58.	FI_GD_VE	225-228	4	Voc Ed Grads	0001-9999 or Blank
		229-244	16	Selected Courses	
59.	FI_IALG	229-232	4	Interm Algebra	0001-9999 or Blank
60.	FI_ADMTH	233-236	4	Adv Math	0001-9999 or Blank
61.	FI_CHEM	237-240	4	Chemistry	0001-9999 or Blank
62.	FI_PHY	241-244	4	Physics	0001-9999 or Blank
63.	FI_VE	245-248	4	Vocational Education	0001-9999 or Blank

		249-272	24	Dropouts	
64.	FI_DO_7	249-252	4	Grade 7	0001-9999 or Blank
65.	FI_DO_8	253-256	4	Grade 8	0001-9999 or Blank
66.	FI_DO_9	257-260	4	Grade 9	0001-9999 or Blank
67.	FI_DO_10	261-264	4	Grade 10	0001-9999 or Blank
68.	FI_DO_11	265-268	4	Grade 11	0001-9999 or Blank
69.	FI_DO_12	269-272	4	Grade 12	0001-9999 or Blank
		273-290	18	Classified Staff	
70.	FI_CLAS_PARAF	273-275	3	Parapro – Full	001-999 or Blank
71.	FI_CLAS_PARAP	276-278	3	Parapro – Part	001-999 or Blank
72.	FI_CLAS_OFCE	279-281	3	Office – Full	001-999 or Blank
73.	FI_CLAS_OFCEP	282-284	3	Office – Part	001-999 or Blank
74.	FI_CLAS_OTHF	285-287	3	Other – Full	001-999 or Blank
75.	FI_CLAS_OTHP	288-290	3	Other – Part	001-999 or Blank
		291-428	138	Block 3 – Male Asian (same layout as block 1)	
		291-354	64	Enrollment	
76.	MA_EN_K	291-294	4	Kindergarten	0001-9999 or Blank
77.	MA_EN_1	295-298	4	Grade 1	0001-9999 or Blank
78.	MA_EN_2	299-302	4	Grade 2	0001-9999 or Blank
79.	MA_EN_3	303-306	4	Grade 3	0001-9999 or Blank
80.	MA_EN_4	307-310	4	Grade 4	0001-9999 or Blank
81.	MA_EN_5	311-314	4	Grade 5	0001-9999 or Blank
82.	MA_EN_6	315-318	4	Grade 6	0001-9999 or Blank
83.	MA_EN_7	319-322	4	Grade 7	0001-9999 or Blank
84.	MA_EN_8	323-326	4	Grade 8	0001-9999 or Blank
85.	MA_EN_UE	327-330	4	Ungr_elem	0001-9999 or Blank
86.	MA_EN_9	331-334	4	Grade 9	0001-9999 or Blank
87.	MA_EN_10	335-338	4	Grade 10	0001-9999 or Blank
88.	MA_EN_11	339-342	4	Grade 11	0001-9999 or Blank
89.	MA_EN_12	343-346	4	Grade 12	0001-9999 or Blank
90.	MA_EN_US	347-350	4	Ungr_sec	0001-9999 or Blank
91.	MA_EN_A	351-354	4	Adults	0001-9999 or Blank
		355-366	12	Graduates	
92.	MA_GD_GD	355-358	4	Grad	0001-9999 or Blank
93.	MA_GD_UCCSU	359-362	4	UC/CSU Grads	0001-9999 or Blank
94.	MA_GD_VE	363-366	4	Voc Ed Grads	0001-9999 or Blank
		367-382	16	Selected Courses	
95.	MA_IALG	367-370	4	Interm Algebra	0001-9999 or Blank
96.	MA_ADMTH	371-374	4	Adv Math	0001-9999 or Blank
97.	MA_CHEM	375-378	4	Chemistry	0001-9999 or Blank
98.	MA_PHY	379-382	4	Physics	0001-9999 or Blank
99.	MA_VE	383-386	4	Vocational Education	0001-9999 or Blank

		387-410	24	Dropouts	
100.	MA_DO_7	387-390	4	Grade 7	0001-9999 or Blank
101.	MA_DO_8	391-394	4	Grade 8	0001-9999 or Blank
102.	MA_DO_9	395-398	4	Grade 9	0001-9999 or Blank
103.	MA_DO_10	399-402	4	Grade 10	0001-9999 or Blank
104.	MA_DO_11	403-406	4	Grade 11	0001-9999 or Blank
105.	MA_DO_12	407-410	4	Grade 12	0001-9999 or Blank
		411-42	18	Classified Staff	
106.	MA_CLAS_PARA F	411-413	3	Parapro – Full	001-999 or Blank
107.	MA_CLAS_PARA P	414-416	3	Parapro – Part	001-999 or Blank
108.	MA_CLAS_OFCF	417-419	3	Office – Full	001-999 or Blank
109.	MA_CLAS_OFCP	420-422	3	Office – Part	001-999 or Blank
110.	MA_CLAS_OTHF	423-425	3	Other – Full	001-999 or Blank
111.	MA_CLAS_OTHP	426-428	3	Other – Part	001-999 or Blank
		429-566	138	Block 4 - Female Asian (same layout as block 1)	
		429-492	64	Enrollment	
112.	FA_EN_K	429-432	4	Kindergarten	0001-9999 or Blank
113.	FA_EN_1	433-436	4	Grade 1	0001-9999 or Blank
114.	FA_EN_2	437-440	4	Grade 2	0001-9999 or Blank
115.	FA_EN_3	441-444	4	Grade 3	0001-9999 or Blank
116.	FA_EN_4	445-448	4	Grade 4	0001-9999 or Blank
117.	FA_EN_5	449-452	4	Grade 5	0001-9999 or Blank
118.	FA_EN_6	453-456	4	Grade 6	0001-9999 or Blank
119.	FA_EN_7	457-460	4	Grade 7	0001-9999 or Blank
120.	FA_EN_8	461-464	4	Grade 8	0001-9999 or Blank
121.	FA_EN_UE	465-468	4	Ungr_elem	0001-9999 or Blank
122.	FA_EN_9	469-472	4	Grade 9	0001-9999 or Blank
123.	FA_EN_10	473-476	4	Grade 10	0001-9999 or Blank
124.	FA_EN_11	477-480	4	Grade 11	0001-9999 or Blank
125.	FA_EN_12	481-484	4	Grade 12	0001-9999 or Blank
126.	FA_EN_US	485-488	4	Ungr_sec	0001-9999 or Blank
127.	FA_EN_A	489-492	4	Adults	0001-9999 or Blank
		493-504	12	Graduates	
128.	FA_GD_GD	493-496	4	Grad	0001-9999 or Blank
129.	FA_GD_UCCSU	497-500	4	UC/CSU Grads	0001-9999 or Blank
130.	FA_GD_VE	501-504	4	Voc Ed Grads	0001-9999 or Blank
		505-520	16	Selected Courses	
131.	FA_IALG	505-508	4	Interm Algebra	0001-9999 or Blank
132.	FA_ADMTH	509-512	4	Adv Math	0001-9999 or Blank
133.	FA_CHEM	513-516	4	Chemistry	0001-9999 or Blank

134.	FA_PHY	517-520	4	Physics	0001-9999 or Blank
135.	FA_VE	521-524	4	Vocational Education	0001-9999 or Blank
		525-548	24	Dropouts	
136.	FA_DO_7	525-528	4	Grade 7	0001-9999 or Blank
137.	FA_DO_8	529-532	4	Grade 8	0001-9999 or Blank
138.	FA_DO_9	533-536	4	Grade 9	0001-9999 or Blank
139.	FA_DO_10	537-540	4	Grade 10	0001-9999 or Blank
140.	FA_DO_11	541-544	4	Grade 11	0001-9999 or Blank
141.	FA_DO_12	545-548	4	Grade 12	0001-9999 or Blank
		549-566	18	Classified Staff	
142.	FA_CLAS_PARAF	549-551	3	Parapro – Full	001-999 or Blank
143.	FA_CLAS_PARAP	552-554	3	Parapro – Part	001-999 or Blank
144.	FA_CLAS_OF CF	555-557	3	Office – Full	001-999 or Blank
145.	FA_CLAS_OF CP	558-560	3	Office – Part	001-999 or Blank
146.	FA_CLAS_OT HF	561-563	3	Other – Full	001-999 or Blank
147.	FA_CLAS_OT HP	564-566	3	Other – Part	001-999 or Blank
		567-704	138	Block 5 - Male Pacific Islander (same layout as block 1)	
		567-630	64	Enrollment	
148.	MP_EN_K	567-570	4	Kindergarten	0001-9999 or Blank
149.	MP_EN_1	571-574	4	Grade 1	0001-9999 or Blank
150.	MP_EN_2	575-578	4	Grade 2	0001-9999 or Blank
151.	MP_EN_3	579-582	4	Grade 3	0001-9999 or Blank
152.	MP_EN_4	583-586	4	Grade 4	0001-9999 or Blank
153.	MP_EN_5	587-590	4	Grade 5	0001-9999 or Blank
154.	MP_EN_6	591-594	4	Grade 6	0001-9999 or Blank
155.	MP_EN_7	595-598	4	Grade 7	0001-9999 or Blank
156.	MP_EN_8	599-602	4	Grade 8	0001-9999 or Blank
157.	MP_EN_UE	603-606	4	Ungr_elem	0001-9999 or Blank
158.	MP_EN_9	607-610	4	Grade 9	0001-9999 or Blank
159.	MP_EN_10	611-614	4	Grade 10	0001-9999 or Blank
160.	MP_EN_11	615-618	4	Grade 11	0001-9999 or Blank
161.	MP_EN_12	619-622	4	Grade 12	0001-9999 or Blank
162.	MP_EN_US	623-626	4	Ungr_sec	0001-9999 or Blank
163.	MP_EN_A	627-630	4	Adults	0001-9999 or Blank
		631-642	12	Graduates	
164.	MP_GD_GD	631-634	4	Grad	0001-9999 or Blank
165.	MP_GD_UCCSU	635-638	4	UC/CSU Grads	0001-9999 or Blank
166.	MP_GD_VE	639-642	4	Voc Ed Grads	0001-9999 or Blank
		643-658	16	Selected Courses	
167.	MP_IALG	643-646	4	Interm Algebra	0001-9999 or Blank
168.	MP_ADMTH	647-650	4	Adv Math	0001-9999 or Blank

169.	MP_CHEM	651-654	4	Chemistry	0001-9999 or Blank
170.	MP_PHY	655-658	4	Physics	0001-9999 or Blank
171.	MP_VE	659-662	4	Vocational Education	0001-9999 or Blank
		663-686	24	Dropouts	
172.	MP_DO_7	663-666	4	Grade 7	0001-9999 or Blank
173.	MP_DO_8	667-670	4	Grade 8	0001-9999 or Blank
174.	MP_DO_9	671-674	4	Grade 9	0001-9999 or Blank
175.	MP_DO_10	675-678	4	Grade 10	0001-9999 or Blank
176.	MP_DO_11	679-682	4	Grade 11	0001-9999 or Blank
177.	MP_DO_12	683-686	4	Grade 12	0001-9999 or Blank
		687-704	18	Classified Staff	
178.	MP_CLAS_PARAF	687-689	3	Parapro – Full	001-999 or Blank
179.	MP_CLAS_PARAP	690-692	3	Parapro – Part	001-999 or Blank
180.	MP_CLAS_OFCE	693-695	3	Office – Full	001-999 or Blank
181.	MP_CLAS_OFCEP	696-698	3	Office – Part	001-999 or Blank
182.	MP_CLAS_OTHF	699-701	3	Other – Full	001-999 or Blank
183.	MP_CLAS_OTHP	702-704	3	Other – Part	001-999 or Blank
		705-842	138	Block 6 – Female Pacific Islander (same layout as block 1)	
		705-768	64	Enrollment	
184.	FP_EN_K	705-708	4	Kindergarten	0001-9999 or Blank
185.	FP_EN_1	709-712	4	Grade 1	0001-9999 or Blank
186.	FP_EN_2	713-716	4	Grade 2	0001-9999 or Blank
187.	FP_EN_3	717-720	4	Grade 3	0001-9999 or Blank
188.	FP_EN_4	721-724	4	Grade 4	0001-9999 or Blank
189.	FP_EN_5	725-728	4	Grade 5	0001-9999 or Blank
190.	FP_EN_6	729-732	4	Grade 6	0001-9999 or Blank
191.	FP_EN_7	733-736	4	Grade 7	0001-9999 or Blank
192.	FP_EN_8	737-740	4	Grade 8	0001-9999 or Blank
193.	FP_EN_UE	741-744	4	Ungr_elem	0001-9999 or Blank
194.	FP_EN_9	745-748	4	Grade 9	0001-9999 or Blank
195.	FP_EN_10	749-752	4	Grade 10	0001-9999 or Blank
196.	FP_EN_11	753-756	4	Grade 11	0001-9999 or Blank
197.	FP_EN_12	757-760	4	Grade 12	0001-9999 or Blank
198.	FP_EN_US	761-764	4	Ungr_sec	0001-9999 or Blank
199.	FP_EN_A	765-768	4	Adults	0001-9999 or Blank
		769-780	12	Graduates	
200.	FP_GD_GD	769-772	4	Grad	0001-9999 or Blank
201.	FP_GD_UCCSU	773-776	4	UC/CSU Grads	0001-9999 or Blank
202.	FP_GD_VE	777-780	4	Voc Ed Grads	0001-9999 or Blank
		781-796	16	Selected Courses	
203.	FP_IALG	781-784	4	Interm Algebra	0001-9999 or Blank

204.	FP_ADMTH	785-788	4	Adv Math	0001-9999 or Blank
205.	FP_CHEM	789-792	4	Chemistry	0001-9999 or Blank
206.	FP_PHY	793-796	4	Physics	0001-9999 or Blank
207.	FP_VE	797-800	4	Vocational Education	0001-9999 or Blank
		801-824	24	Dropouts	
208.	FP_DO_7	801-804	4	Grade 7	0001-9999 or Blank
209.	FP_DO_8	805-808	4	Grade 8	0001-9999 or Blank
210.	FP_DO_9	809-812	4	Grade 9	0001-9999 or Blank
211.	FP_DO_10	813-816	4	Grade 10	0001-9999 or Blank
212.	FP_DO_11	817-820	4	Grade 11	0001-9999 or Blank
213.	FP_DO_12	821-824	4	Grade 12	0001-9999 or Blank
		825-842	18	Classified Staff	
214.	FP_CLAS_PARAF	825-827	3	Parapro – Full	001-999 or Blank
215.	FP_CLAS_PARAP	828-830	3	Parapro – Part	001-999 or Blank
216.	FP_CLAS_OFCCF	831-833	3	Office – Full	001-999 or Blank
217.	FP_CLAS_OFPCP	834-836	3	Office – Part	001-999 or Blank
218.	FP_CLAS_OTHF	837-839	3	Other – Full	001-999 or Blank
219.	FP_CLAS_OTHP	840-842	3	Other – Part	001-999 or Blank
		843-980	138	Block 7 - Male Filipino (same layout as block 1)	
		843-906	64	Enrollment	
220.	MF_EN_K	843-846	4	Kindergarten	0001-9999 or Blank
221.	MF_EN_1	847-850	4	Grade 1	0001-9999 or Blank
222.	MF_EN_2	851-854	4	Grade 2	0001-9999 or Blank
223.	MF_EN_3	855-858	4	Grade 3	0001-9999 or Blank
224.	MF_EN_4	859-862	4	Grade 4	0001-9999 or Blank
225.	MF_EN_5	863-866	4	Grade 5	0001-9999 or Blank
226.	MF_EN_6	867-870	4	Grade 6	0001-9999 or Blank
227.	MF_EN_7	871-874	4	Grade 7	0001-9999 or Blank
228.	MF_EN_8	875-878	4	Grade 8	0001-9999 or Blank
229.	MF_EN_UE	879-882	4	Ungr_elem	0001-9999 or Blank
230.	MF_EN_9	883-886	4	Grade 9	0001-9999 or Blank
231.	MF_EN_10	887-890	4	Grade 10	0001-9999 or Blank
232.	MF_EN_11	891-894	4	Grade 11	0001-9999 or Blank
233.	MF_EN_12	895-898	4	Grade 12	0001-9999 or Blank
234.	MF_EN_US	899-902	4	Ungr_sec	0001-9999 or Blank
235.	MF_EN_A	903-906	4	Adults	0001-9999 or Blank
		907-918	12	Graduates	
236.	MF_GD_GD	907-910	4	Grad	0001-9999 or Blank
237.	MF_GD_UCCSU	911-914	4	UC/CSU Grads	0001-9999 or Blank
238.	MF_GD_VE	915-918	4	Voc Ed Grads	0001-9999 or Blank
		919-934	16	Selected Courses	

239.	MF_IALG	919-922	4	Interm Algebra	0001-9999 or Blank
240.	MF_ADMTH	923-926	4	Adv Math	0001-9999 or Blank
241.	MF_CHEM	927-930	4	Chemistry	0001-9999 or Blank
242.	MF_PHY	931-934	4	Physics	0001-9999 or Blank
243.	MF_VE	935-938	4	Vocational Education	0001-9999 or Blank
		939-962	24	Dropouts	
244.	MF_DO_7	939-942	4	Grade 7	0001-9999 or Blank
245.	MF_DO_8	943-946	4	Grade 8	0001-9999 or Blank
246.	MF_DO_9	947-950	4	Grade 9	0001-9999 or Blank
247.	MF_DO_10	951-954	4	Grade 10	0001-9999 or Blank
248.	MF_DO_11	955-958	4	Grade 11	0001-9999 or Blank
249.	MF_DO_12	959-962	4	Grade 12	0001-9999 or Blank
		963-980	18	Classified Staff	
250.	MF_CLAS_PARAF	963-965	3	Parapro – Full	001-999 or Blank
251.	MF_CLAS_PARAP	966-968	3	Parapro – Part	001-999 or Blank
252.	MF_CLAS_OFCE	969-971	3	Office – Full	001-999 or Blank
253.	MF_CLAS_OFCEP	972-974	3	Office – Part	001-999 or Blank
254.	MF_CLAS_OTHF	975-977	3	Other – Full	001-999 or Blank
255.	MF_CLAS_OTHP	978-980	3	Other – Part	001-999 or Blank
		981-1118	138	Block 8 – Female Filipino (same layout as block 1)	
		981-1044	64	Enrollment	
256.	FF_EN_K	981-984	4	Kindergarten	0001-9999 or Blank
257.	FF_EN_1	985-988	4	Grade 1	0001-9999 or Blank
258.	FF_EN_2	989-992	4	Grade 2	0001-9999 or Blank
259.	FF_EN_3	993-996	4	Grade 3	0001-9999 or Blank
260.	FF_EN_4	997-1000	4	Grade 4	0001-9999 or Blank
261.	FF_EN_5	1001-1004	4	Grade 5	0001-9999 or Blank
262.	FF_EN_6	1005-1008	4	Grade 6	0001-9999 or Blank
263.	FF_EN_7	1009-1012	4	Grade 7	0001-9999 or Blank
264.	FF_EN_8	1013-1016	4	Grade 8	0001-9999 or Blank
265.	FF_EN_UE	1017-1020	4	Ungr_elem	0001-9999 or Blank
266.	FF_EN_9	1021-1024	4	Grade 9	0001-9999 or Blank
267.	FF_EN_10	1025-1028	4	Grade 10	0001-9999 or Blank
268.	FF_EN_11	1029-1032	4	Grade 11	0001-9999 or Blank
269.	FF_EN_12	1033-1036	4	Grade 12	0001-9999 or Blank
270.	FF_EN_US	1037-1040	4	Ungr_sec	0001-9999 or Blank
271.	FF_EN_A	1041-1044	4	Adults	0001-9999 or Blank
		1045-1056	12	Graduates	
272.	FF_GD_GD	1045-1048	4	Grad	0001-9999 or Blank
273.	FF_GD_UCCSU	1049-1052	4	UC/CSU Grads	0001-9999 or Blank
274.	FF_GD_VE	1053-1056	4	Voc Ed Grads	0001-9999 or Blank

		1057-1072	16	Selected Courses	
275.	FF_IALG	1057-1060	4	Interm Algebra	0001-9999 or Blank
276.	FF_ADMTH	1061-1064	4	Adv Math	0001-9999 or Blank
277.	FF_CHEM	1065-1068	4	Chemistry	0001-9999 or Blank
278.	FF_PHY	1069-1072	4	Physics	0001-9999 or Blank
279.	FF_VE	1073-1076	4	Vocational Education	0001-9999 or Blank
		1077-1100	24	Dropouts	
280.	FF_DO_7	1077-1080	4	Grade 7	0001-9999 or Blank
281.	FF_DO_8	1081-1084	4	Grade 8	0001-9999 or Blank
282.	FF_DO_9	1085-1088	4	Grade 9	0001-9999 or Blank
283.	FF_DO_10	1089-1092	4	Grade 10	0001-9999 or Blank
284.	FF_DO_11	1093-1096	4	Grade 11	0001-9999 or Blank
285.	FF_DO_12	1097-1100	4	Grade 12	0001-9999 or Blank
		1101-1118	18	Classified Staff	
286.	FF_CLAS_PARAF	1101-1103	3	Parapro – Full	001-999 or Blank
287.	FF_CLAS_PARAP	1104-1106	3	Parapro – Part	001-999 or Blank
288.	FF_CLAS_OFCF	1107-1109	3	Office – Full	001-999 or Blank
289.	FF_CLAS_OFCP	1110-1112	3	Office – Part	001-999 or Blank
290.	FF_CLAS_OTHF	1113-1115	3	Other – Full	001-999 or Blank
291.	FF_CLAS_OTHP	1116-1118	3	Other – Part	001-999 or Blank
		1119-1256	138	Block 9 – Male Hispanic or Latino	
				(same layout as block 1)	
		1119-1182	64	Enrollment	
292.	MH_EN_K	1119-1122	4	Kindergarten	0001-9999 or Blank
293.	MH_EN_1	1123-1126	4	Grade 1	0001-9999 or Blank
294.	MH_EN_2	1127-1130	4	Grade 2	0001-9999 or Blank
295.	MH_EN_3	1131-1134	4	Grade 3	0001-9999 or Blank
296.	MH_EN_4	1135-1138	4	Grade 4	0001-9999 or Blank
297.	MH_EN_5	1139-1142	4	Grade 5	0001-9999 or Blank
298.	MH_EN_6	1143-1146	4	Grade 6	0001-9999 or Blank
299.	MH_EN_7	1147-1150	4	Grade 7	0001-9999 or Blank
300.	MH_EN_8	1151-1154	4	Grade 8	0001-9999 or Blank
301.	MH_EN_UE	1155-1158	4	Ungr_elem	0001-9999 or Blank
302.	MH_EN_9	1159-1162	4	Grade 9	0001-9999 or Blank
303.	MH_EN_10	1163-1166	4	Grade 10	0001-9999 or Blank
304.	MH_EN_11	1167-1170	4	Grade 11	0001-9999 or Blank
305.	MH_EN_12	1171-1174	4	Grade 12	0001-9999 or Blank
306.	MH_EN_US	1175-1178	4	Ungr_sec	0001-9999 or Blank
307.	MH_EN_A	1179-1182	4	Adults	0001-9999 or Blank
		1183-1194	12	Graduates	
308.	MH_GD_GD	1183-1186	4	Grad	0001-9999 or Blank
309.	MH_GD_UCCSU	1187-1190	4	UC/CSU Grads	0001-9999 or Blank
310.	MH_GD_VE	1191-1194	4	Voc Ed Grads	0001-9999 or Blank

		1195-1210	16	Selected Courses	
311.	MH_IALG	1195-1198	4	Interm Algebra	0001-9999 or Blank
312.	MH_ADMTH	1199-1202	4	Adv Math	0001-9999 or Blank
313.	MH_CHEM	1203-1206	4	Chemistry	0001-9999 or Blank
314.	MH_PHY	1207-1210	4	Physics	0001-9999 or Blank
315.	MH_VE	1211-1214	4	Vocational Education	0001-9999 or Blank
		1215-1238	24	Dropouts	
316.	MH_DO_7	1215-1218	4	Grade 7	0001-9999 or Blank
317.	MH_DO_8	1219-1222	4	Grade 8	0001-9999 or Blank
318.	MH_DO_9	1223-1226	4	Grade 9	0001-9999 or Blank
319.	MH_DO_10	1227-1230	4	Grade 10	0001-9999 or Blank
320.	MH_DO_11	1231-1234	4	Grade 11	0001-9999 or Blank
321.	MH_DO_12	1235-1238	4	Grade 12	0001-9999 or Blank
		1239-1256	18	Classified Staff	
322.	MH_CLAS_PARA F	1239-1241	3	Parapro – Full	001-999 or Blank
323.	MH_CLAS_PARA P	1242-1244	3	Parapro – Part	001-999 or Blank
324.	MH_CLAS_OFCF	1245-1247	3	Office – Full	001-999 or Blank
325.	MH_CLAS_OFCP	1248-1250	3	Office – Part	001-999 or Blank
326.	MH_CLAS_OTHF	1251-1253	3	Other – Full	001-999 or Blank
327.	MH_CLAS_OTHP	1254-1256	3	Other – Part	001-999 or Blank
		1257-1394	138	Block 10 – Female Hispanic or Latina (same layout as block 1)	
		1257-1320	64	Enrollment	
328.	FH_EN_K	1257-1260	4	Kindergarten	0001-9999 or Blank
329.	FH_EN_1	1261-1264	4	Grade 1	0001-9999 or Blank
330.	FH_EN_2	1265-1268	4	Grade 2	0001-9999 or Blank
331.	FH_EN_3	1269-1272	4	Grade 3	0001-9999 or Blank
332.	FH_EN_4	1273-1276	4	Grade 4	0001-9999 or Blank
333.	FH_EN_5	1277-1280	4	Grade 5	0001-9999 or Blank
334.	FH_EN_6	1281-1284	4	Grade 6	0001-9999 or Blank
335.	FH_EN_7	1285-1288	4	Grade 7	0001-9999 or Blank
336.	FH_EN_8	1289-1292	4	Grade 8	0001-9999 or Blank
337.	FH_EN_UE	1293-1296	4	Ungr_elem	0001-9999 or Blank
338.	FH_EN_9	1297-1300	4	Grade 9	0001-9999 or Blank
339.	FH_EN_10	1301-1304	4	Grade 10	0001-9999 or Blank
340.	FH_EN_11	1305-1308	4	Grade 11	0001-9999 or Blank
341.	FH_EN_12	1309-1312	4	Grade 12	0001-9999 or Blank
342.	FH_EN_US	1313-1316	4	Ungr_sec	0001-9999 or Blank
343.	FH_EN_A	1317-1320	4	Adults	0001-9999 or Blank
		1321-1332	12	Graduates	

344.	FH_GD_GD	1321-1324	4	Grad	0001-9999 or Blank
345.	FH_GD_UCCSU	1325-1328	4	UC/CSU Grads	0001-9999 or Blank
346.	FH_GD_VE	1329-1332	4	Voc Ed Grads	0001-9999 or Blank
		1333-1348	16	Selected Courses	
347.	FH_IALG	1333-1336	4	Interm Algebra	0001-9999 or Blank
348.	FH_ADMTH	1337-1340	4	Adv Math	0001-9999 or Blank
349.	FH_CHEM	1341-1344	4	Chemistry	0001-9999 or Blank
350.	FH_PHY	1345-1348	4	Physics	0001-9999 or Blank
351.	FH_VE	1349-1352	4	Vocational Education	0001-9999 or Blank
		1353-1376	24	Dropouts	
352.	FH_DO_7	1353-1356	4	Grade 7	0001-9999 or Blank
353.	FH_DO_8	1357-1360	4	Grade 8	0001-9999 or Blank
354.	FH_DO_9	1361-1364	4	Grade 9	0001-9999 or Blank
355.	FH_DO_10	1365-1368	4	Grade 10	0001-9999 or Blank
356.	FH_DO_11	1369-1372	4	Grade 11	0001-9999 or Blank
357.	FH_DO_12	1373-1376	4	Grade 12	0001-9999 or Blank
		1377-1394	18	Classified Staff	
358.	FH_CLAS_PARAF	1377-1379	3	Parapro – Full	001-999 or Blank
359.	FH_CLAS_PARAP	1380-1382	3	Parapro – Part	001-999 or Blank
360.	FH_CLAS_OFCHF	1383-1385	3	Office – Full	001-999 or Blank
361.	FH_CLAS_OFCHP	1386-1388	3	Office – Part	001-999 or Blank
362.	FH_CLAS_OTHF	1389-1391	3	Other – Full	001-999 or Blank
363.	FH_CLAS_OTHP	1392-1394	3	Other – Part	001-999 or Blank
		1395-1532	138	Block 11 – Male African American not Hispanic (same layout as block 1)	
		1395-1458	64	Enrollment	
364.	MB_EN_K	1395-1398	4	Kindergarten	0001-9999 or Blank
365.	MB_EN_1	1399-1402	4	Grade 1	0001-9999 or Blank
366.	MB_EN_2	1403-1406	4	Grade 2	0001-9999 or Blank
367.	MB_EN_3	1407-1410	4	Grade 3	0001-9999 or Blank
368.	MB_EN_4	1411-1414	4	Grade 4	0001-9999 or Blank
369.	MB_EN_5	1415-1418	4	Grade 5	0001-9999 or Blank
370.	MB_EN_6	1419-1422	4	Grade 6	0001-9999 or Blank
371.	MB_EN_7	1423-1426	4	Grade 7	0001-9999 or Blank
372.	MB_EN_8	1427-1430	4	Grade 8	0001-9999 or Blank
373.	MB_EN_UE	1431-1434	4	Ungr_elem	0001-9999 or Blank
374.	MB_EN_9	1435-1438	4	Grade 9	0001-9999 or Blank
375.	MB_EN_10	1439-1442	4	Grade 10	0001-9999 or Blank
376.	MB_EN_11	1443-1446	4	Grade 11	0001-9999 or Blank
377.	MB_EN_12	1447-1450	4	Grade 12	0001-9999 or Blank
378.	MB_EN_US	1451-1454	4	Ungr_sec	0001-9999 or Blank
379.	MB_EN_A	1455-1458	4	Adults	0001-9999 or Blank

		1459-1470	12	Graduates	
380.	MB_GD_GD	1459-1462	4	Grad	0001-9999 or Blank
381.	MB_GD_UCCSU	1463-1466	4	UC/CSU Grads	0001-9999 or Blank
382.	MB_GD_VE	1467-1470	4	Voc Ed Grads	0001-9999 or Blank
		1171-1486	16	Selected Courses	
383.	MB_IALG	1471-1474	4	Interm Algebra	0001-9999 or Blank
384.	MB_ADMTH	1475-1478	4	Adv Math	0001-9999 or Blank
385.	MB_CHEM	1479-1482	4	Chemistry	0001-9999 or Blank
386.	MB_PHY	1483-1486	4	Physics	0001-9999 or Blank
387.	MB_VE	1487-1490	4	Vocational Education	0001-9999 or Blank
		1491-1514	24	Dropouts	
388.	MB_DO_7	1491-1494	4	Grade 7	0001-9999 or Blank
389.	MB_DO_8	1495-1498	4	Grade 8	0001-9999 or Blank
390.	MB_DO_9	1499-1502	4	Grade 9	0001-9999 or Blank
391.	MB_DO_10	1503-1506	4	Grade 10	0001-9999 or Blank
392.	MB_DO_11	1507-1510	4	Grade 11	0001-9999 or Blank
393.	MB_DO_12	1511-1514	4	Grade 12	0001-9999 or Blank
		1515-1532	18	Classified Staff	
394.	MB_CLAS_PARA F	1515-1517	3	Parapro – Full	001-999 or Blank
395.	MB_CLAS_PARA P	1518-1520	3	Parapro – Part	001-999 or Blank
396.	MB_CLAS_OFCE	1521-1523	3	Office – Full	001-999 or Blank
397.	MB_CLAS_OFCEP	1254-1526	3	Office – Part	001-999 or Blank
398.	MB_CLAS_OTHF	1527-1529	3	Other – Full	001-999 or Blank
399.	MB_CLAS_OTHP	1530-1532	3	Other – Part	001-999 or Blank
		1533-1670	138	Block 12 – Female African American not Hispanic (same layout as block 1)	
		1533-1596	64	Enrollment	
400.	FB_EN_K	1533-1536	4	Kindergarten	0001-9999 or Blank
401.	FB_EN_1	1537-1540	4	Grade 1	0001-9999 or Blank
402.	FB_EN_2	1541-1544	4	Grade 2	0001-9999 or Blank
403.	FB_EN_3	1545-1548	4	Grade 3	0001-9999 or Blank
404.	FB_EN_4	1549-1552	4	Grade 4	0001-9999 or Blank
405.	FB_EN_5	1553-1556	4	Grade 5	0001-9999 or Blank
406.	FB_EN_6	1557-1560	4	Grade 6	0001-9999 or Blank
407.	FB_EN_7	1561-1564	4	Grade 7	0001-9999 or Blank
408.	FB_EN_8	1565-1568	4	Grade 8	0001-9999 or Blank
409.	FB_EN_UE	1569-1572	4	Ungr_elem	0001-9999 or Blank
410.	FB_EN_9	1573-1576	4	Grade 9	0001-9999 or Blank
411.	FB_EN_10	1577-1580	4	Grade 10	0001-9999 or Blank
412.	FB_EN_11	1581-1584	4	Grade 11	0001-9999 or Blank
413.	FB_EN_12	1585-1588	4	Grade 12	0001-9999 or Blank

414.	FB_EN_US	1589-1592	4	Ungr_sec	0001-9999 or Blank
415.	FB_EN_A	1593-1596	4	Adults	0001-9999 or Blank
		1597-1608	12	Graduates	
416.	FB_GD_GD	1597-1600	4	Grad	0001-9999 or Blank
417.	FB_GD_UCCSU	1601-1604	4	UC/CSU Grads	0001-9999 or Blank
418.	FB_GD_VE	1605-1608	4	Voc Ed Grads	0001-9999 or Blank
		1609-1624	16	Selected Courses	
419.	FB_IALG	1609-1612	4	Interm Algebra	0001-9999 or Blank
420.	FB_ADMTH	1613-1616	4	Adv Math	0001-9999 or Blank
421.	FB_CHEM	1617-1620	4	Chemistry	0001-9999 or Blank
422.	FB_PHY	1621-1624	4	Physics	0001-9999 or Blank
423.	FB_VE	1625-1628	4	Vocational Education	0001-9999 or Blank
		1629-1652	24	Dropouts	
424.	FB_DO_7	1629-1632	4	Grade 7	0001-9999 or Blank
425.	FB_DO_8	1633-1636	4	Grade 8	0001-9999 or Blank
426.	FB_DO_9	1637-1640	4	Grade 9	0001-9999 or Blank
427.	FB_DO_10	1641-1644	4	Grade 10	0001-9999 or Blank
428.	FB_DO_11	1645-1648	4	Grade 11	0001-9999 or Blank
429.	FB_DO_12	1649-1652	4	Grade 12	0001-9999 or Blank
		1653-1670	18	Classified Staff	
430.	FB_CLAS_PARAF	1653-1655	3	Parapro – Full	001-999 or Blank
431.	FB_CLAS_PARAP	1656-1658	3	Parapro – Part	001-999 or Blank
432.	FB_CLAS_OF CF	1659-1661	3	Office – Full	001-999 or Blank
433.	FB_CLAS_OF CP	1662-1664	3	Office – Part	001-999 or Blank
434.	FB_CLAS_OT HF	1665-1667	3	Other – Full	001-999 or Blank
435.	FB_CLAS_OT HP	1668-1670	3	Other – Part	001-999 or Blank

Item	Field-Name	Loc	Size	Description	Comments
		1671-1808	138	Block 13 - Male White not Hispanic (same layout as block 1)	
		1671-1734	64	Enrollment	
436.	MW_EN_K	1671-1674	4	Kindergarten	0001-9999 or Blank
437.	MW_EN_1	1675-1678	4	Grade 1	0001-9999 or Blank
438.	MW_EN_2	1679-1682	4	Grade 2	0001-9999 or Blank
439.	MW_EN_3	1683-1686	4	Grade 3	0001-9999 or Blank
440.	MW_EN_4	1687-1690	4	Grade 4	0001-9999 or Blank
441.	MW_EN_5	1691-1694	4	Grade 5	0001-9999 or Blank
442.	MW_EN_6	1695-1698	4	Grade 6	0001-9999 or Blank
443.	MW_EN_7	1699-1702	4	Grade 7	0001-9999 or Blank

444.	MW_EN_8	1703-1706	4	Grade 8	0001-9999 or Blank
445.	MW_EN_UE	1707-0710	4	Ungr_elem	0001-9999 or Blank
446.	MW_EN_9	1711-1714	4	Grade 9	0001-9999 or Blank
447.	MW_EN_10	1715-1718	4	Grade 10	0001-9999 or Blank
448.	MW_EN_11	1719-1722	4	Grade 11	0001-9999 or Blank
449.	MW_EN_12	1723-1726	4	Grade 12	0001-9999 or Blank
450.	MW_EN_US	1727-1730	4	Ungr_sec	0001-9999 or Blank
451.	MW_EN_A	1731-1734	4	Adults	0001-9999 or Blank
		1735-1746	12	Graduates	
452.	MW_GD_GD	1735-1738	4	Grad	0001-9999 or Blank
453.	MW_GD_UCCSU	1739-1742	4	UC/CSU Grads	0001-9999 or Blank
454.	MW_GD_VE	1743-1746	4	Voc Ed Grads	0001-9999 or Blank
		1747-1762	16	Selected Courses	
455.	MW_IALG	1747-1750	4	Interm Algebra	0001-9999 or Blank
456.	MW_ADMTH	1751-1754	4	Adv Math	0001-9999 or Blank
457.	MW_CHEM	1755-1758	4	Chemistry	0001-9999 or Blank
458.	MW_PHY	1759-1762	4	Physics	0001-9999 or Blank
459.	MW_VE	1763-1766	4	Vocational Education	0001-9999 or Blank
		1767-1790	24	Dropouts	
460.	MW_DO_7	1767-1770	4	Grade 7	0001-9999 or Blank
461.	MW_DO_8	1771-1774	4	Grade 8	0001-9999 or Blank
462.	MW_DO_9	1775-1778	4	Grade 9	0001-9999 or Blank
463.	MW_DO_10	1779-1782	4	Grade 10	0001-9999 or Blank
464.	MW_DO_11	1783-1786	4	Grade 11	0001-9999 or Blank
465.	MW_DO_12	1787-1790	4	Grade 12	0001-9999 or Blank
		1791-1808	18	Classified Staff	
466.	MW_CLAS_PARA F	1791-1793	3	Parapro – Full	001-999 or Blank
467.	MW_CLAS_PARA P	1794-1796	3	Parapro – Part	001-999 or Blank
468.	MW_CLAS_OFCF	1797-1799	3	Office – Full	001-999 or Blank
469.	MW_CLAS_OFCP	1800-1802	3	Office – Part	001-999 or Blank
470.	MW_CLAS_OTHF	1803-1805	3	Other – Full	001-999 or Blank
471.	MW_CLAS_OTHP	1806-1808	3	Other – Part	001-999 or Blank
		1809-1946	138	Block 14 – Female White not Hispanic (same layout as block 1)	
		1809-1872	64	Enrollment	
472.	FW_EN_K	1809-1812	4	Kindergarten	0001-9999 or Blank
473.	FW_EN_1	1813-1816	4	Grade 1	0001-9999 or Blank
474.	FW_EN_2	1817-1820	4	Grade 2	0001-9999 or Blank
475.	FW_EN_3	1821-1824	4	Grade 3	0001-9999 or Blank
476.	FW_EN_4	1825-1828	4	Grade 4	0001-9999 or Blank

477.	FW_EN_5	1829-1832	4	Grade 5	0001-9999 or Blank
478.	FW_EN_6	1833-1836	4	Grade 6	0001-9999 or Blank
479.	FW_EN_7	1837-1840	4	Grade 7	0001-9999 or Blank
480.	FW_EN_8	1841-1844	4	Grade 8	0001-9999 or Blank
481.	FW_EN_UE	1845-1848	4	Ungr_elem	0001-9999 or Blank
482.	FW_EN_9	1849-1852	4	Grade 9	0001-9999 or Blank
483.	FW_EN_10	1853-1856	4	Grade 10	0001-9999 or Blank
484.	FW_EN_11	1857-1860	4	Grade 11	0001-9999 or Blank
485.	FW_EN_12	1861-1864	4	Grade 12	0001-9999 or Blank
486.	FW_EN_US	1865-1868	4	Ungr_sec	0001-9999 or Blank
487.	FW_EN_A	1869-1872	4	Adults	0001-9999 or Blank
		1873-1884	12	Graduates	
488.	FW_GD_GD	1873-1876	4	Grad	0001-9999 or Blank
489.	FW_GD_UCCSU	1877-1880	4	UC/CSU Grads	0001-9999 or Blank
490.	FW_GD_VE	1881-1884	4	Voc Ed Grads	0001-9999 or Blank
		1885-1900	16	Selected Courses	
491.	FW_IALG	1885-1888	4	Interm Algebra	0001-9999 or Blank
492.	FW_ADMTH	1889-1892	4	Adv Math	0001-9999 or Blank
493.	FW_CHEM	1893-1896	4	Chemistry	0001-9999 or Blank
494.	FW_PHY	1897-1900	4	Physics	0001-9999 or Blank
495.	FW_VE	1901-1904	4	Vocational Education	0001-9999 or Blank
		1905-1928	24	Dropouts	
496.	FW_DO_7	1905-1908	4	Grade 7	0001-9999 or Blank
497.	FW_DO_8	1909-1912	4	Grade 8	0001-9999 or Blank
498.	FW_DO_9	1913-1916	4	Grade 9	0001-9999 or Blank
499.	FW_DO_10	1917-1920	4	Grade 10	0001-9999 or Blank
500.	FW_DO_11	1921-1924	4	Grade 11	0001-9999 or Blank
501.	FW_DO_12	1925-1928	4	Grade 12	0001-9999 or Blank
		1929-1946	18	Classified Staff	
502.	FW_CLAS_PARAF	1929-1931	3	Parapro – Full	001-999 or Blank
503.	FW_CLAS_PARAP	1932-1934	3	Parapro – Part	001-999 or Blank
504.	FW_CLAS_OFCE	1935-1937	3	Office – Full	001-999 or Blank
505.	FW_CLAS_OFCEP	1938-1940	3	Office – Part	001-999 or Blank
506.	FW_CLAS_OTHF	1941-1943	3	Other – Full	001-999 or Blank
507.	FW_CLAS_OTHP	1944-1946	3	Other – Part	001-999 or Blank
		1947-2084	138	Block 15 - Male Multiple or no Response (same layout as block 1)	
		1947-2010	64	Enrollment	
508.	MM_EN_K	1947-1950	4	Kindergarten	0001-9999 or Blank
509.	MM_EN_1	1951-1954	4	Grade 1	0001-9999 or Blank
510.	MM_EN_2	1955-1958	4	Grade 2	0001-9999 or Blank
511.	MM_EN_3	1959-1962	4	Grade 3	0001-9999 or Blank

512.	MM_EN_4	1963-1966	4	Grade 4	0001-9999 or Blank
513.	MM_EN_5	1967-1970	4	Grade 5	0001-9999 or Blank
514.	MM_EN_6	1971-1974	4	Grade 6	0001-9999 or Blank
515.	MM_EN_7	1975-1978	4	Grade 7	0001-9999 or Blank
516.	MM_EN_8	1979-1982	4	Grade 8	0001-9999 or Blank
517.	MM_EN_UE	1983-1986	4	Ungr_elem	0001-9999 or Blank
518.	MM_EN_9	1987-1990	4	Grade 9	0001-9999 or Blank
519.	MM_EN_10	1991-1994	4	Grade 10	0001-9999 or Blank
520.	MM_EN_11	1995-1998	4	Grade 11	0001-9999 or Blank
521.	MM_EN_12	1999-2002	4	Grade 12	0001-9999 or Blank
522.	MM_EN_US	2003-2006	4	Ungr_sec	0001-9999 or Blank
523.	MM_EN_A	2007-2010	4	Adults	0001-9999 or Blank
		2011-2022	12	Graduates	
524.	MM_GD_GD	2011-2014	4	Grad	0001-9999 or Blank
525.	MM_GD_UCCSU	2015-2018	4	UC/CSU Grads	0001-9999 or Blank
526.	MM_GD_VE	2019-2022	4	Voc Ed Grads	0001-9999 or Blank
		2023-2038	16	Selected Courses	
527.	MM_IALG	2023-2026	4	Interm Algebra	0001-9999 or Blank
528.	MM_ADMTH	2027-2030	4	Adv Math	0001-9999 or Blank
529.	MM_CHEM	2031-2034	4	Chemistry	0001-9999 or Blank
530.	MM_PHY	2035-2038	4	Physics	0001-9999 or Blank
531.	MM_VE	2039-2042	4	Vocational Education	0001-9999 or Blank
		2043-2066	24	Dropouts	
532.	MM_DO_7	2043-2046	4	Grade 7	0001-9999 or Blank
533.	MM_DO_8	2047-2050	4	Grade 8	0001-9999 or Blank
534.	MM_DO_9	2051-2054	4	Grade 9	0001-9999 or Blank
535.	MM_DO_10	2055-2058	4	Grade 10	0001-9999 or Blank
536.	MM_DO_11	2059-2062	4	Grade 11	0001-9999 or Blank
537.	MM_DO_12	2063-2066	4	Grade 12	0001-9999 or Blank
		2067-2084	18	Classified Staff	
538.	MM_CLAS_PARA F	2067-2069	3	Parapro – Full	001-999 or Blank
539.	MM_CLAS_PARA P	2070-2072	3	Parapro – Part	001-999 or Blank
540.	MM_CLAS_OFCE	2073-2075	3	Office – Full	001-999 or Blank
541.	MM_CLAS_OFCEP	2076-2078	3	Office – Part	001-999 or Blank
542.	MM_CLAS_OTHF	2079-2081	3	Other – Full	001-999 or Blank
543.	MM_CLAS_OTHP	2082-2084	3	Other – Part	001-999 or Blank
		2085-2222	138	Block 16 – Female Multiple or no Response (same layout as block 1)	
		2085-2148	64	Enrollment	
544.	FM_EN_K	2085-2088	4	Kindergarten	0001-9999 or Blank

545.	FM_EN_1	2089-2092	4	Grade 1	0001-9999 or Blank
546.	FM_EN_2	2093-2096	4	Grade 2	0001-9999 or Blank
547.	FM_EN_3	2097-2100	4	Grade 3	0001-9999 or Blank
548.	FM_EN_4	2101-2104	4	Grade 4	0001-9999 or Blank
549.	FM_EN_5	2105-2108	4	Grade 5	0001-9999 or Blank
550.	FM_EN_6	2109-2112	4	Grade 6	0001-9999 or Blank
551.	FM_EN_7	2113-2116	4	Grade 7	0001-9999 or Blank
552.	FM_EN_8	2117-2120	4	Grade 8	0001-9999 or Blank
553.	FM_EN_UE	2121-2124	4	Ungr_elem	0001-9999 or Blank
554.	FM_EN_9	2125-2128	4	Grade 9	0001-9999 or Blank
555.	FM_EN_10	2129-2132	4	Grade 10	0001-9999 or Blank
556.	FM_EN_11	2133-2136	4	Grade 11	0001-9999 or Blank
557.	FM_EN_12	2137-2140	4	Grade 12	0001-9999 or Blank
558.	FM_EN_US	2141-2144	4	Ungr_sec	0001-9999 or Blank
559.	FM_EN_A	2145-2148	4	Adults	0001-9999 or Blank
		2149-2160	12	Graduates	
560.	FM_GD_GD	2149-2152	4	Grad	0001-9999 or Blank
561.	FM_GD_UCCSU	2153-2156	4	UC/CSU Grads	0001-9999 or Blank
562.	FM_GD_VE	2157-2160	4	Voc Ed Grads	0001-9999 or Blank
		2161-2176	16	Selected Courses	
563.	FM_IALG	2161-2164	4	Interm Algebra	0001-9999 or Blank
564.	FM_ADMTH	2165-2168	4	Adv Math	0001-9999 or Blank
565.	FM_CHEM	2169-2172	4	Chemistry	0001-9999 or Blank
566.	FM_PHY	2173-2176	4	Physics	0001-9999 or Blank
567.	FM_VE	2177-2180	4	Vocational Education	0001-9999 or Blank
		2181-2204	24	Dropouts	
568.	FM_DO_7	2181-2184	4	Grade 7	0001-9999 or Blank
569.	FM_DO_8	2185-2188	4	Grade 8	0001-9999 or Blank
570.	FM_DO_9	2189-2192	4	Grade 9	0001-9999 or Blank
571.	FM_DO_10	2193-2196	4	Grade 10	0001-9999 or Blank
572.	FM_DO_11	2197-2200	4	Grade 11	0001-9999 or Blank
573.	FM_DO_12	2201-2204	4	Grade 12	0001-9999 or Blank
		2205-2222	18	Classified Staff	
574.	FM_CLAS_PARAF	2205-2207	3	Parapro – Full	001-999 or Blank
575.	FM_CLAS_PARAP	2208-2210	3	Parapro – Part	001-999 or Blank
576.	FM_CLAS_OFCF	2211-2213	3	Office – Full	001-999 or Blank
577.	FM_CLAS_OFCP	2214-2216	3	Office – Part	001-999 or Blank
578.	FM_CLAS_OTHF	2217-2219	3	Other – Full	001-999 or Blank
579.	FM_CLAS_OTHP	2220-2222	3	Other – Part	001-999 or Blank
		2223-2282	60	Alternative Education	
		2223-2250	28	Enrollment K-8	
580.	ALT_K8_CONT	2223-2226	4	Continuation classes	0000-9999 or Blank

581.	ALT_K8_COMM	2227-2230	4	Community/Experience based	0000-9999 or Blank
582.	ALT_K8_OPP	2231-2234	4	Opportunity	0000-9999 or Blank
583.	ALT_K8_MAG	2235-2238	4	Magnet program	0000-9999 or Blank
584.	ALT_K8_PREG	2239-2242	4	Pregnant/parenting	0000-9999 or Blank
585.	ALT_K8_IND	2243-2246	4	Independent Study	0000-9999 or Blank
586.	ALT_K8_OTH	2247-2250	4	Other	0000-9999 or Blank
		2251-2278	28	Enrollment 9-12	
587.	ALT_912_CONT	2251-2254	4	Continuation classes	0000-9999 or Blank
588.	ALT_912_COMM	2255-2258	4	Community/experience based	0000-9999 or Blank
589.	ALT_912_OPP	2259-2262	4	Opportunity	0000-9999 or Blank
590.	ALT_912_MAG	2263-2266	4	Magnet program	0000-9999 or Blank
591.	ALT_912_PREG	2267-2270	4	Pregnant	0000-9999 or Blank
592.	ALT_912_IND	2271-2274	4	Independent Study	0000-9999 or Blank
593.	ALT_912_OTH	2275-2278	4	Other	0000-9999 or Blank
594.	ALT_IND_GRADS	2279-2282	4	Grads_Independent Grads from Independent Study	0000-0000 or Blank
		2283-2300	18	Technology	
595.	TECH_COMP	2283-2286	4	Computer	0001-9999 or Blank
596.	TECH_CD	2287-2290	4	CD-Rom	0001-9999 or Blank
597.	TECH_UNK_CD	2291-2291	1	Unknown CD-ROM	Y=Yes, N=No
598.	TECH_INT	2292-2295	4	Internet	0001-9999 or Blank
599.	TECH_WAN	2296-2299	4	WAN	0001-9999 or Blank
600.	TECH_UNK_WAN	2300-2300	1	Unknown WAN	Y=Yes, N=No
		2301-2308	8	Class Size Reduction	
		2301-2304	4	Option 1	
601.	CSR_OP1_K	2301-2301	1	Kindergarten	Y=Yes, N=No
602.	CSR_OP1_1	2302-2302	1	Grade 1	Y=Yes, N=No
603.	CSR_OP1_2	2303-2303	1	Grade 2	Y=Yes, N=No
604.	CSR_OP1_3	2304-2304	1	Grade 3	Y=Yes, N=No
		2305-2308	4	Option 2	
605.	CSR_OP2_K	2305-2305	1	Kindergarten	Y=Yes, N=No
606.	CSR_OP2_1	2306-2306	1	Grade 1	Y=Yes, N=No
607.	CSR_OP2_2	2307-2307	1	Grade 2	Y=Yes, N=No
608.	CSR_OP2_3	2308-2308	1	Grade 3	Y=Yes, N=No
		2309-2318	10	Educational Calendar	
609.	CAL_TRAD	2309-2309	1	Traditional	Y=Yes, N=No
610.	CAL_SINGLE	2310-2310	1	Singletrack	Y=Yes, N=No
611.	CAL_MULTI	2311-2311	1	Multitrack	Y=Yes, N=No
612.	CAL_60_20	2312-2312	1	60/20	Y=Yes, N=No
613.	CAL_60_15	2313-2313	1	60/15	Y=Yes, N=No
614.	CAL_90_30	2314-2314	1	90/30	Y=Yes, N=No

615.	CAL_45_15	2315-2315	1	45/15	Y=Yes, N=No
616.	CAL_CONC_6	2316-2316	1	Concept 6	Y=Yes, N=No
617.	CAL_MOD_6	2317-2317	1	Modified 6	Y=Yes, N=No
618.	CAL_CUST	2318-2318	1	Custom calendar	Y=Yes, N=No
619.	SBASED_HC	2319-2319	1	School-Based	Y=Yes, N=No
620.	SLINKED_HC	2320-2320	1	School-Linked	Y=Yes, N=No
621.	CONTACT_NAME	2321-2350	30	Person's Name	Person completing -form
		2351-2364	14	Phone Number	
622.	PH_AREA_CODE	2351-2353	3	Area code	000-999
623.	PH_NUMBER	2354-2360	7	Phone number	0000000-9999999
624.	PH_EXT	2361-2364	4	Extension number	0000-9999
High School Graduates – NCLB Subgroups					
625.	GRADS_SPEC	2,365-2,369	5	Special Education	
626.	GRADS_EL	2,370-2,374	5	English Learners	
627.	GRADS_MIGRANT	2,375-2,379	5	Migrant Education	
628.	GRADS_ECON	2,380-2,384	5	Economically disadvantaged	
Dropouts NCLB Subgroups					
629.	DROP_SPEC_G09	2,385 -2,389	5	Special Education – Grade 9	
630.	DROP_SPEC_G10	2,390-2,394	5	Special Education – Grade 10	
631.	DROP_SPEC_G11	2,395-2,399	5	Special Education – Grade 11	
632.	DROP_SPEC_G12	2,400-2,404	5	Special Education – Grade 12	
633.	DROP_EL_G09	2,405-2,409	5	English Learner – Grade 9	
634.	DROP_EL_G10	2,410-2,414	5	English Learner – Grade 10	
635.	DROP_EL_G11	2,415-2,419	5	English Learner – Grade 11	
636.	DROP_EL_G12	2,420-2,424	5	English Learner – Grade 12	
637.	DROP_MIG_G09	2,425-2,429	5	Migrant Education – Grade 9	
638.	DROP_MIG_G10	2,430-2,434	5	Migrant Education – Grade 10	
639.	DROP_MIG_G11	2,435-2,439	5	Migrant Education – Grade 11	
640.	DROP_MIG_G12	2,440-2,444	5	Migrant Education – Grade 12	
641.	DROP_ECON_G09	2,445-2,449	5	Economically Disadvantaged – Grade 9	
642.	DROP_ECON_G10	2,450-2,454	5	Economically Disadvantaged – Grade 10	
643.	DROP_ECON_G11	2,455-2,459	5	Economically Disadvantaged – Grade 11	
644.	DROP_ECON_G12	2,460-2,464	5	Economically Disadvantaged – Grade 12	
645.	ALT_K8	2,465-2,469	5	Total Alternative Ed Enrollment K-8	
646.	ALT_9_12	2,470-2,474	5	Total Alternative Ed Enrollment 9-12	
647.	PROC_METH	2,475-2,475	1	Process Method	“C”
648.	SOURCE	2,476-2,479	4	Submission Source	“SIF”
649.	YEAR	2,480-2,481	2	Year of Submission	“03”
650.	REC_TYPE	2,482-2,482	1	Record Type	“A”

Appendix B - SIF (Short Format A-F) File Layout

View SIF Short Format G-L File Layout.

This is an alternative record layout that may be used instead of the standard SIF record layout. This record layout contains two different record types. There is 1 record type “2” for every school and for record type “2” there may be up to 37 records per school. This alternative record layout has a much shorter record layout and emulates the layout of the data on the SIF form more closely. When importing data using this format, the **IMPORT FILE** must contain both record types! This record format type was tested last year and is included in the software for the first time in 2001.

Record Type 1

1. For every school, there is one record for every numbered row on Page 1 and 2 of the 2003 School Information Form that has data. Up to **37 records** may be sent for **each school**. (Row 23 does not have to be submitted since it is calculated.) A record for a row does not have to be submitted if there are no data for that row. It is required that at least 1 type 1 record is included.
2. Required fields for type 1 records are SOURCE, YEAR, REC_TYPE, CO_CODE, DIST_CODE, SCH_CODE, and ROW.
3. There are no duplicate type 1 records (based on REC_TYPE and CO_CODE, DIST_CODE, SCH_CODE, and ROW).
4. Items 22-25 are included to describe output columns that the SIF/CDIF Software produces. These column are not used during the import process and do NOT have to be included in the IMPORT file.

Item	Field-Name	Location	Size	Description	Comments
1.	SOURCE	1-4	4	Source	“SIF ” for this SIF data
2.	YEAR	5-6	2	Year	“03” for 2003 submission
3.	REC_TYPE	7	1	Record type	“1” for this record type (data from Pages 1 and 2 of School Information Form)
4.	CDS_CODE	8-21	14	County-District-Site Code	Valid County (2 digits), district (5 digits), school (7 digits) code
5.	ROW_NUM	22-23	2	Row number	“01” through “37” corresponds to row number in pages 1-2 of SIF form (Row 23 does not have to be sent since it is calculated)
6.	MI	24-27	4	Male Am. Indian or Alaska native	0-9999
7.	MA	28-31	4	Male Asian	0-9999
8.	MP	32-35	4	Male Pacific Islander	0-9999
9.	MF	36-39	4	Male Filipino	0-9999
10.	MH	40-43	4	Male Hispanic or Latino	0-9999
11.	MB	44-47	4	Male African American	0-9999
12.	MW	48-51	4	Male White not Hispanic	0-9999
13.	MO	52-55	4	Male Multiple or no response	0-9999

14.	FI	56-59	4	Female Am. Indian or Alaska native	0-9999
15.	FA	60-63	4	Female Asian	0-9999
16.	FP	64-67	4	Female Pacific Islander	0-9999
17.	FF	68-71	4	Female Filipino	0-9999
18.	FH	72-75	4	Female Hispanic or Latina	0-9999
19.	FB	76-79	4	Female African American	0-9999
20.	FW	80-83	4	Female White not Hispanic	0-9999
21.	FO	84-87	4	Female Multiple or no response	0-9999
22.	Ntotal	88-93	6	Total of items 6-21	0-999999
					(NOT used in IMPORT FILE)
23.	Label	94-143	50	Label name of row from SIF sections A-F	(NOT used in IMPORT FILE)
24.	Sch_name	144-173	30	School name	(NOT used in IMPORT FILE)
25.	Section	174	1	Section letter from SIF (A-F)	(NOT used in IMPORT FILE)

Valid Codes for Record Type 1 Item 5 (Row)

- 01 Classified Staff - Paraprofessional - Full Time
- 02 Classified Staff - Paraprofessional - Part Time
- 03 Classified Staff - Office/Clerical - Full time
- 04 Classified Staff - Office/Clerical - Part Time
- 05 Classified Staff - Other - Full Time
- 06 Classified Staff - Other - Part Time
- 07 Enroll - Kindergarten
- 08 Enroll - Grade 1
- 09 Enroll - Grade 2
- 10 Enroll - Grade 3
- 11 Enroll - Grade 4
- 12 Enroll - Grade 5
- 13 Enroll - Grade 6
- 14 Enroll - Grade 7
- 15 Enroll - Grade 8
- 16 Enroll - ungraded Elem
- 17 Enroll - Grade 9
- 18 Enroll - Grade 10
- 19 Enroll - Grade 11
- 20 Enroll - Grade 12
- 21 Enroll - Ungraded Secondary
- 22 Enroll - Adults in K-12 Programs
- 23 **NOT USED - Enroll - Totals**
- 24 Grads - High school grads
- 25 Grads - High school grads meeting UC/CSU rqmts
- 26 Grads - High school grads completing voc. Ed. Sequence
- 27 Course - Enrollment in Int Algebra/Algebra II
- 28 Course - Enrollment in Other Advanced Math Course
- 29 Course - Enrollment in 1st year chemistry
- 30 Course - Enrollment in 1st year physics

31	Vocational Education Enrollment
32	Dropouts - Grade 7
32	Dropouts - Grade 8
34	Dropouts - Grade 9
35	Dropouts - Grade 10
36	Dropouts - Grade 11
37	Dropouts - Grade 12

Appendix J - SIF (Short Format G-L) File Layout

View SIF Short Form A-F File Layout

Record Type 2

- 1) There is **one and only one** record type 2 for every school
- 2) There are no duplicate type 2 records (based on REC_TYPE and CO_CODE, DIST_CODE, and SCH_CODE).
- 3) Required fields for type 2 records are SOURCE, YEAR, REC_TYPE, CO_CODE, DIST_CODE, SCH_CODE.

Item	Field-Name	Location	Size	Description	Comments
1.	SOURCE	1-4	4	Source	"SIF" for this SIF data
2.	YEAR	5-6	2	Year	03 for 2003 submission
3.	REC_TYPE	7	1	Record type	"2" for this record type (Data from page 3 of SIF)
4.	CDS_CODE	8-21	14	County-District-Site code	Valid County (2 digits), district (5 digits), school (7 digits) code
5.	CONTK8	22-25	4	Alt Ed K-8 Continuation classes	0-9999
6.	COMMK8	26-29	4	Alt Ed K-8 Com./Exp. based	0-9999
7.	OPPRK8	30-33	4	Alt Ed K-8 Opportunity	0-9999
8.	MAGNK8	34-37	4	Alt Ed K-8 Magnet program	0-9999
9.	PREGK8	38-41	4	Alt Ed K-8 Pregnant/parenting	0-9999
10.	INDPK8	42-45	4	Alt Ed K-8 Independent Study	0-9999
11.	OTHRK8	46-49	4	Alt Ed K-8 Other	0-9999
12.	CONT912	50-53	4	Alt Ed 9-12 Continuation classes	0-9999
13.	COMM912	54-57	4	Alt Ed 9-12 Com./exp. based	0-9999
14.	OPPR912	58-61	4	Alt Ed 9-12 Opportunity	0-9999
15.	MAGN912	62-65	4	Alt Ed 9-12 Magnet program	0-9999
16.	PREG912	66-69	4	Alt Ed 9-12 Pregnant	0-9999
17.	INDP912	70-73	4	Alt Ed 9-12 Independent Study	0-9999
18.	OTHR912	74-77	4	Alt Ed 9-12 Other	0-9999
19.	INDPGR	78-81	4	Grads from Independent Study	0-9999
20.	COMPUTER	82-85	4	Computers	0-9999
21.	CD_ROM	86-89	4	CD-Rom	0-9999
22.	CD_UNK	90	1	Unknown CD-ROM	"Y"=Yes, "N"=No

23.	INTERNET	91-94	4	Internet	0-9999
24.	WAN	95-98	4	WAN	0-9999
25.	WAN_UNK	99	1	Unknown WAN	"Y"=Yes, "N"=No
26.	CSR1_K	100	1	CSR Option 1 - Kindergarten	"Y"=Yes, "N"=No
27.	CSR1_1	101	1	CSR Option 1 - Grade 1	"Y"=Yes, "N"=No
28.	CSR1_2	102	1	CSR Option 1 - Grade 2	"Y"=Yes, "N"=No
29.	CSR1_3	103	1	CSR Option 1 - Grade 3	"Y"=Yes, "N"=No
30.	CSR2_K	104	1	CSR Option 2 - Kindergarten	"Y"=Yes, "N"=No
31.	CSR2_1	105	1	CSR Option 2 - Grade 1	"Y"=Yes, "N"=No
32.	CSR2_2	106	1	CSR Option 2 - Grade 2	"Y"=Yes, "N"=No
33.	CSR2_3	107	1	CSR Option 2 - Grade 3	"Y"=Yes, "N"=No
34.	CAL_TRAD	108	1	Calendar Traditional	"Y"=Yes, "N"=No
35.	CAL_SING	109	1	Calendar Singletrack	"Y"=Yes, "N"=No
36.	CAL_MULT	110	1	Calendar Multitrack	"Y"=Yes, "N"=No
37.	CAL_60_20	111	1	Year-round 60/20	"Y"=Yes, "N"=No
38.	CAL_60_15	112	1	Year-round 60/15	"Y"=Yes, "N"=No
39.	CAL_90_30	113	1	Year-round 90/30	"Y"=Yes, "N"=No
40.	CAL_45_15	114	1	Year-round 45/15	"Y"=Yes, "N"=No
41.	CAL_CON	115	1	Year-round Concept 6	"Y"=Yes, "N"=No
42.	CAL_MOD	116	1	Year-round Modified 6	"Y"=Yes, "N"=No
43.	CAL_CUST	117	1	Year-round Custom calendar	"Y"=Yes, "N"=No
44.	SBHC	118	1	Health Center School-Based	"Y"=Yes, "N"=No
45.	SLHC	119	1	Health Center School-Linked	"Y"=Yes, "N"=No
46.	NAME	120-149	30	Person's Name	Name of Person completing form
47.	PHONE	150-159	10	Phone Number (with Area Code)	10 digits
48.	EXTENSION	160-163	4	Extension number	4 digits
49.	GRAD_SE	164-168	5	Graduates – Special Ed	0- 99999
50.	GRAD_EL	169-173	5	Graduates – Engl Learners	0-99999
51.	GRAD_MIG	174-178	5	Graduates – Migrant	0-99999
52.	GRAD_ECON	179-183	5	Graduates -Sch Lunch Prog	0-99999
53.	DROP_SE9	184-188	5	Dropouts- Spec Ed Gr 9	0-99999
54.	DROP_SE10	189-193	5	Dropouts-Spec Ed Gr 10	0-99999
55.	DROP_SE11	194-198	5	Dropouts-Spec Ed Gr 11	0-99999
56.	DROP_SE12	199-203	5	Dropouts-Spec Ed Gr 12	0-99999
57.	DROP_EL9	204-208	5	Dropouts-Engl learn Gr 9	0-99999
58.	DROP_EL10	209-213	5	Dropouts- Engl learn Gr 10	0-99999
59.	DROP_EL11	214-218	5	Dropouts- Engl learn Gr 11	0-99999
60.	DROP_EL12	219-223	5	Dropouts- Engl learn Gr 12	0-99999
61.	DROP_MIG9	224-228	5	Dropouts-Migrant Gr 9	0-99999
62.	DROP_MIG10	229-233	5	Dropouts- Migrant Gr 10	0-99999
63.	DROP_MIG11	234-238	5	Dropouts- Migrant Gr 11	0-99999
64.	DROP_MIG12	239-243	5	Dropouts- Migrant Gr 12	0-99999
65.	DROP_EC9	244-248	5	Dropouts-School Lunch Gr 9	0-99999
66.	DROP_EC10	249-253	5	Dropouts-School Lunch Gr 10	0-99999
67.	DROP_EC11	254-258	5	Dropouts-School Lunch Gr 11	0-99999
68.	DROP_EC12	259-263	5	Dropouts-School Lunch Gr 12	0-99999
69.	ALT_K8	264-268	5	Alt Ed Total Undupl K-8	0-99999
70.	ALT_9_12	269-273	5	Alt Ed Total Undupl 9-12	0-99999